

REQUEST FOR CERTIFICATE OF GOOD CONDUCT FOR EMPLOYMENT IN THE UAE

THE CONSULATE GENERAL OF GHANA WISHES TO INFORM THAT POLICE CLEARANCE CERTIFICATES ARE ISSUED BY THE CID DEPARTMENT OF THE GHANA POLICE SERVICE, AT THE POLICE HEAD OFFICE IN ACCRA. FORTUNATELY IT IS POSSIBLE FOR ANOTHER PERSON IN GHANA TO GET THE CERTIFICATE ON YOUR BEHALF FOR YOU, PROVIDED YOU GIVE HIM ALL THE INFORMATION REQUIRED BY THE POLICE TO CHECK YOUR BACKGROUND. KINDLY THEREFORE CONTACT SOMEONE IN ACCRA TO GO TO THE POLICE HEAD OFFICE AND GET YOU YOUR CLEARANCE CERTIFICATE. THE CONSULATE GENERAL DO NOT ISSUE SUCH DOCUMENTS. YOUR CERTIFICATE HOWEVER NEEDS TO BE ATTESTED TO, BY THE CONSULATE TO PROVE ITS AUTHENTICITY. IN THIS REGARD YOU MAY NEED TO PRESENT THE ORIGINAL COPY TO THE CONSULATE FOR VERIFICATION AND ATTESTATION

YOU MAY WISH TO TAKE YOUR TIME AND READ THIS PIECE FROM THE GHANA POLICE ABOUT POLICE CLEARANCE CERTIFICATES.

REGARDS.

How To Obtain Police Clearance Report



ASP Effia Tenge

POLICE CLEARANCE certificate is an official document issued by the police in a country, certifying the criminal record or otherwise of the applicant. Ideally, every adult who has been a resident in any country for six months and over requires a police clearance certificate from that country when applying for visa or immigration services.

Sometimes people who intend to work abroad or in highly sensitive establishments also require reports of good behavior, especially from the police, before they are allowed to work.

In Ghana, Police Clearance Report is issued by the Criminal Data Services Bureau (CDSB) of the Police Criminal Investigations Department (CID). The unit records and keeps data on all criminals in the country. Aside this, the bureau vets all manner of persons residing in and outside the country. Three types of vetting are carried out by this bureau. Vetting people who wish to travel or obtain visa, vetting new employees and vetting people who have applied to possess firearms.

Police Clearance For Visa Applicants (resident in Ghana)

Normally, the country where applicants apply for a visa or immigration services desire to know the applicant's criminal history, if any, what convictions recorded against the person and the details of such convictions?

A Ghanaian and a resident in Ghana who is required by an immigration authority to present a police clearance report as a prerequisite for visa or any service, must first call at the police CID headquarters, Accra. Applicant can also apply through the regions or stations where they reside but more often than not, people prefer traveling to the Police Headquarters with the notion that it is always faster. That notwithstanding, it is equally effective applying through the regions or police stations.

An applicant who applies for a police clearance report will be made to fill POLICE CID FORM 197(APPLICATION FOR CRIMINAL CHECK) where the applicant is expected to provide basic personal details, educational history, address and signature. The applicant also needs to supply the police with a set of ink-rolled fingerprints and a passport-size photograph. After successful completion of these basic requirements, applicants are expected to pay a fee of GH¢40.00 where a receipt is issued.

A foreigner in Ghana with a working permit is treated as a Ghanaian so applicants in this category are also allowed to pay GH¢40.00. If the foreigner does not have a working permit, he is expected to pay \$200 (in Ghana Cedis) equivalent.

Police Clearance For Applicants Outside Ghana

If you have resided in Ghana but presently in a foreign country and needs a police report, the applicant may be required to apply through someone, preferably a relative who will fill all details on your behalf. In this case, your fingerprints cannot be taken but other details provided are enough for the police to furnish you with the needed report. Once your representative calls at the police CID Headquarters, he is made to fill CID FORM **196 (NOMINAL VETTING ON BEHALF OF APPLICANT NOT RESIDENT IN GHANA)**. Information required in this regard includes basic personal details, passport details, two passport-size photographs, educational history and brief information on your representative. Applicants are expected to pay an official fee of \$200 dollars (in Ghana Cedis) equivalent.

Ideally, police clearance reports should be completed and addressed to the demanding authority within seven (7) working days.

Vetting For Employment

The tendency of employers to request criminal record history from job applicants is quite common these days. Companies on daily basis vet new employees to ascertain criminal activities before they are employed. Companies who wish to know the criminal history of new employees must apply to the Commissioner CID. Applicants are made to fill the criminal check form; fingerprints are taken but photographs may not be necessary. It attracts an official fee of GH¢10.00 for each employee.

It must be borne in mind that every police clearance report issued has a validity period of six (6) months.

By ASP Effia Tenge

How to get a Police Certificate:

If you are a citizen of Ghana:

If you live in Ghana:

You can apply in person at the CID Headquarters in Accra. Your fingerprints will be taken when you apply.

If you live outside of Ghana:

You can register and submit your application online on the [Ghana Police e-Services](#) website or you can appoint a representative (can be a friend or relative) to apply at the CID Headquarters in Accra on your behalf.

If you are not a citizen of Ghana:

If you live in Ghana:

Certificates are only available to people who have lived in Ghana for three months or more.

If you have lived in Ghana for three months or more, follow the directions above for [citizens of Ghana who live in Ghana](#).

If you have not lived in Ghana for three months or more, you are not required to provide a Ghana police certificate. If you are asked for a police certificate from Ghana, write: "I cannot provide a police certificate for the time I spent in Ghana because certificates are only available to people who have lived in Ghana for three months or more."

If you live outside of Ghana:

Certificates are only available to people who have lived in Ghana for three months or more.

If you have lived in Ghana for three months or more, and no longer live in Ghana, follow the directions above for [citizens of Ghana who live outside of Ghana](#).

If you have not lived in Ghana for three months or more, you are not required to provide a Ghana police certificate. If you are asked for a police certificate from Ghana,

write: “I cannot provide a police certificate for the time I spent in Ghana because certificates are only available to people who have lived in Ghana for three months or more.”

Information and documents you need:

Residents (if you have lived in Ghana for three months or more):

- Passport
- Complete an application form (*Fingerprint Check*)
- Applicable fees

Non-Residents (if you have lived in Ghana for three months or more, and no longer live in Ghana):

- Complete an application form (*Nominal Vetting*)
- Two passport-size photographs with a white background (If you apply through a representative, you only need one passport-size photograph with a white background)
- The data page of your passport
- Your parents full names
- Your complete current address and telephone number
- Name of the last school you attended
- Your finger prints taken by a competent police officer or security authority are requested
- Applicable fees