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EMBASSY OF THE REPUBLIC
OF KENYA
Rheinbabenallee 49
14199 Berlin
Germany

CHECKLIST FOR POLICE CLEARANCE CERTIFICATE FOR FOREIGNERS WHO HAVE LIVED IN KENYA

IMPORTANT: *This document must be submitted along with your application, to confirm that you have read and provided all the necessary documents. This is a mandatory requirement. Incomplete applications will be sent back to the applicant, with the missing document being highlighted on this checklist. Do not staple the documents.*

Note: Processing may take up to 3 months or longer. The certificate can only be issued upon proof of having resided in Kenya legally for a continuous period of more than 6 months.

Requirements:

1. **Two (2)** copies of the application form for the Police Clearance Certificate
2. The applicants complete set of rolled and plain fingerprints on form C.24 attached below to be taken by a Police Authority in Germany or in the country of residence at the time of application. Photocopies are not acceptable.
3. **Certified copy** of all the pages of the current passport.
4. **Certified copy** of all the official pages of the passport bearing the residence permits issued by the Department of Immigration Services, proving previous stay in Kenya.
5. The police authority taking fingerprints must confirm the identity of the applicant **as stated on the current passport** and endorse an official signature, stamp and seal.
6. An official letter from the applicant explaining the need for the certificate (**written in English**)
7. A non-refundable fee of **€38.00** for each certificate payable only by bank transfer (**Embassy of the Republic of Kenya, IBAN: DE6310040000266014004**). Cash payments will not be accepted. Enclose a copy of the bank transfer slip together with the application.
8. **For sending your confirmation letter (only for Germany):** A self-addressed, A4-size envelope with stamps and **Einschreiben – Einwurf** pre-registration.
9. **For sending your certificate (only for Germany):** A self-addressed, A4-size envelope with stamps and **Einschreiben – Rückschein** pre-registration.
10. **For applicants from outside Germany:** You will be notified via email to purchase a DHL international shipping transport label when your certificate is received from Kenya.

.....
Applicants Name

.....
Full Address

Applicant Signature/Date

Telephone

Email

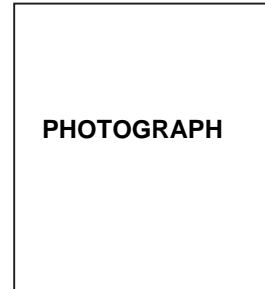
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EMBASSY OF THE REPUBLIC OF
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Rheinbabenallee 49
14199 Berlin
GERMANY

**APPLICATION FOR CERTIFICATE OF POLICE
CLEARANCE**

(To Be Completed In Block Letters)



FULL NAMES:.....
MAIDEN NAMES:.....
NATIONALITY:.....
COUNTRY AND PLACE OF BIRTH:.....
.....
DATE OF BIRTH:.....
EDUCATION:.....
MARITAL STATUS:.....
PASSPORT N°:.....
DATES OF RESIDENCE IN KENYA:.....
ADDRESS WHEN IN KENYA:.....
PRESENT ADDRESS:.....
PRESENT EMPLOYMENT:.....
FATHER'S NAME, ADDRESS AND OCCUPATION:.....
.....
CERTIFICATE REQUIRED FOR:.....

Signature.....

Date.....

NB: Payment of the fee does not guarantee that a Police Clearance Certificate will be issued.

ELIMINATION FINGER-AND PALM-PRINTS FORM

C. 24

FULL NAME -----
(vollständige Name)

C.I.D. F.P. N° -----
Offence -----
C.R. N° -----
Date of Offence -----

RIGHT HAND
(Rechte Hand)

THUMB (Daum)	FOREFINGER (Zeigefinger)	MIDDLE FINGER (Mittelfinger)	RING FINGER (Ringfinger)	LITTLE FINGER (kleiner Finger)

LEFT HAND
(Linke Hand)

THUMB (Daum)	FOREFINGER (Zeigefinger)	MIDDLE FINGER (Mittelfinger)	RING FINGER (Ringfinger)	LITTLE FINGER (kleiner Finger)

Finger-prints taken by _____
(Fingerabdrücke abgenommen von)

Rank _____ Date ____ / ____ / ____
(Dienstgrad) (Datum)

Police Station _____
(Polizeiinspektion)

RIGHT PALM

(Rechte Handfläche)

LEFT PALM

(Linke Handfläche)