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EMBASSY OF THE REPUBLIC OF

KENYA

Markgrafenstr. 63

10969 Berlin

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. Failure to adhere to these requirements will lead to your application being rejected. Do not staple the documents.*

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

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 pages of the passport with the residence permits 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**) or EC-Debit card at the Embassy. Cash payments will not be accepted. **Overpaid amounts will not be refunded.** Enclose a copy of the bank transfer slip together with the application.
8. For sending your confirmation letter: Attach **one (1)** normal A4-size envelope with your name and address on it with 4.05 Euros worth of stamps.
9. For sending your certificate: Attach **one (1)** self-addressed **DHL EXPRESSEASY PREPAID NATIONAL™** Transport label, **which you can only obtain from the DHL website**, on an A4-size envelope. Enter the full details of the recipient under "EMPFÄNGER" and the Embassy as 'ABSENDER'.

I hereby confirm that I have complied with all the above stated requirements and I am fully aware that my application will be rejected for failure to comply with the above requirements.

.....
Applicants Name

.....
Full Address

.....
Applicant Signature/Date

.....
Telephone

.....
Email

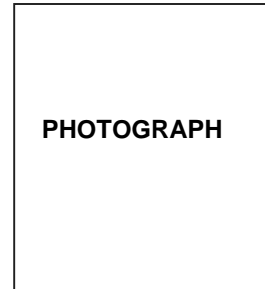
Telephone: (030) 25 92 66 40
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EMBASSY OF THE REPUBLIC OF
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Markgrafenstr. 63
10969 Berlin
GERMANY

**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)

Fold -----

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)