

Telephone: (030) 25 92 66 0  
Fax: (030) 25 92 66 50  
Email: [immigration@kenyaembassyberlin.de](mailto:immigration@kenyaembassyberlin.de)  
Website: [www.kenyaembassyberlin.de](http://www.kenyaembassyberlin.de)



EMBASSY OF THE REPUBLIC  
OF KENYA  
Rheinbabenallee 49  
14199 Berlin  
Germany

## CHECKLIST FOR POLICE CLEARANCE CERTIFICATE FOR KENYANS

**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, with the missing document being highlighted on this checklist. Do not staple the documents.*

**Note:** Processing may take up to 3 months or longer.

### 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. **Original Kenyan ID card and 2 photocopies of the front and back.**
4. **A photocopy** of all the official pages of the applicant's Kenyan passport.
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: DE63100400000266014004**). 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*

-----  
*Date*

-----  
*Telephone*

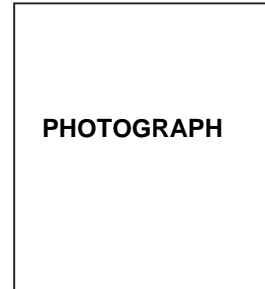
-----  
*Email (must be provided)*

Telephone: (030) 25 92 66 40  
Fax: (030) 25 92 66 50  
Email: [immigration@kenyaembassyberlin.de](mailto:immigration@kenyaembassyberlin.de)  
Website: [www.kenyaembassyberlin.de](http://www.kenyaembassyberlin.de)



EMBASSY OF THE REPUBLIC OF  
KENYA  
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)

<b>C.I.D. F.P. N°</b> ----- <b>Offence</b> ----- <b>C.R. N°</b> ----- <b>Date of Offence</b> -----
---

**RIGHT HAND**  
 (Rechte Hand)

<b>THUMB</b> (Daum)	<b>FOREFINGER</b> (Zeigefinger)	<b>MIDDLE FINGER</b> (Mittelfinger)	<b>RING FINGER</b> (Ringfinger)	<b>LITTLE FINGER</b> (kleiner Finger)

**LEFT HAND**  
 (Linke Hand)

<b>THUMB</b> (Daum)	<b>FOREFINGER</b> (Zeigefinger)	<b>MIDDLE FINGER</b> (Mittelfinger)	<b>RING FINGER</b> (Ringfinger)	<b>LITTLE FINGER</b> (kleiner Finger)

Finger-prints taken by \_\_\_\_\_  
 (Fingerabdrücke abgenommen von)

Rank \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 (Dienstgrad) (Datum)

Police Station \_\_\_\_\_  
 (Polizeiinspektion)

**RIGHT PALM**

(Rechte Handfläche)

**LEFT PALM**

(Linke Handfläche)