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Fax: (030) 25 92 66 50
Email: immigration@kenyaembassyberlin.de
Website: www.kenyaembassyberlin.de



**EMBASSY OF THE REPUBLIC
OF KENYA**
Markgrafenstr. 63
10969 Berlin
Germany

CHECKLIST FOR POLICE CLEARANCE CERTIFICATE FOR KENYANS

IMPORTANT: This document has to be submitted along with your application, to confirm that you have read and provided all of the necessary documents. This is a mandatory requirement. Failure to adhere to these requirements will lead to your application being sent back to you for completion.

Note: Processing may take more than 3 months.

The application MUST contain ALL of the following:

- Two (2) copies of the application form for the Police Clearance Certificate
- The applicants complete set of rolled and plain fingerprints to be taken by a Police Authority in Germany or in the country of residence at the time of application. Photocopies or prints used in previous years are not acceptable.
- 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.
- Your Kenyan ID card**
- 2 photocopies** of the ID card (front and back) **AND ALL** the pages of the current Kenyan passport. Applicants below 18 years should provide a certified copy of the birth certificate and passport.
- An official letter from the applicant explaining the need for the certificate (in English).
- 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.
- 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.
- 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'.

Name & Address

Date

Signature

Telephone

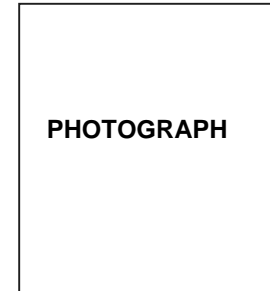
Email (must be provided)

Telephone: (030) 25 92 66 40
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Website: www.kenyaembassyberlin.de



EMBASSY OF THE REPUBLIC OF
KENYA
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

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

RIGHT HAND

THUMB	FOREFINGER	MIDDLE FINGER	RING FINGER	LITTLE FINGER

Fold

LEFT HAND

THUMB	FOREFINGER	MIDDLE FINGER	RING FINGER	LITTLE FINGER

Finger-prints taken by _____

Rank _____ Date ____ / ____ / ____

Police Station _____

RIGHT PALM

LEFT PALM