



Application for Police Criminal Record Check

Full name.....
Surname Given Names

Maiden name (if applicable).....

Date & Country of birth.....
dd/mm/yyyy Country

Address whilst residing in Bermuda.....
.....
.....

Current street address (if different from above).....
.....

Telephone (Home)..... (Work)..... (Cell).....

E-mail address.....

Full name and address of recipient.....
.....
.....

Reference number (if applicable).....

Role or Reason for application (if applicable).....

Print Name.....

- I authorize the Bermuda Police Service to disclose details of my previous convictions (if any) to the recipient named above.
- I authorize.....to act on my behalf in this matter.

Signature.....

Instructions for Submitting Requests & Documentation

IMPORTANT

The Bermuda Police Service will only accept applications for Police Record Checks under the following circumstances:

1. **Local applicants:** A fee of \$100 should be submitted by cheque, cash (against receipt), bank draft or money order, made payable to the Accountant General.
2. **Overseas applicants:** A fee of \$100 should be submitted by international money order or bank draft, also made payable to the Accountant General.
3. Submitted on Bermuda Police Service application form SF39.
4. Completed and signed by the applicant themselves.
5. Submitted directly by the applicant or by the applicant's nominee.
6. If a nominee is acting on the applicant's behalf, signed consent from the applicant identifying the nominee must be provided.
7. Provision of Birth Certificate or valid Passport AND valid photo ID. Government, Federal or State photographic identification is required. A clear and legible certified copy will be accepted. ID must note **FULL NAME OF APPLICANT** – not initials (NOTE: A Driver's Licence alone may not be sufficient)
8. Photographic identification is also required. A Certified Copy of an original is acceptable. Those authorized to certify a copy include:
 - a) Attorney
 - b) Law Enforcement Officer
 - c) Notary Public
 - d) Court Officer...stating "*this is a true likeness of (Applicant's name)*," the date and identity of certifying person. This process should be **completed prior to** submitting the application.
9. Applications can be submitted:
 - i) In person at any Police Station.
 - ii) In person at Police Headquarters, Prospect Devonshire.
 - iii) Via post addressed to:
Bermuda Police Service
P.O. Box HM 530
Hamilton, HM CX
Bermuda

Please note that incomplete forms or forms not accompanied with appropriate payment and photographic identification will not be processed and will not be returned.