



POLICE CLEARANCE

APPLICATION PACK



Professional Client Application

PRIVATE DOCUMENT FACILITATION SERVICE

We assist with the preparation, submission, collection and courier of official South African documents.

WE ARE NOT AFFILIATED WITH:

Department of Home Affairs

DIRCO

South African Government

PROFESSIONAL SUPPORT
Expert assistance throughout the entire process

SAFE & CONFIDENTIAL
Your information is handled with the utmost care

EFFICIENT SERVICE
Fast, reliable and transparent processing

NATIONWIDE & INTERNATIONAL
Courier delivery to your door, anywhere in the world

DEDICATED SUPPORT
We are here to help whenever you need us

PRICE LIST - UNABRIDGED BIRTH CERTIFICATE		All Prices in ZAR
TURNAROUND TIME	PRICE	
5 to 9 WORKDAYS	R3200	
9 to 15 WORKDAYS	R2800	



PLEASE NOTE:
Pricing is subject to change without prior notice. Turnaround times are subject to DHA processing times and public holidays.



SAPS Police Clearance Certificate Application Form

SP Documents version 1.0 | 02/07/2026

Please Note: SP Document Trade (Pty) Ltd is a private facilitation company. We are not a government department, SAPS office, High Court issuing body, embassy or consulate, and we are not affiliated with SAPS, DIRCO or the South African Government. We assist with document guidance, preparation, submission support, follow-ups, collection coordination, courier arrangements and legalisation support where requested. Our fees are for our private administration and facilitation service. Official fees are paid directly to the relevant department or authority where applicable.

Instructions:

1. Please email info@sp-documents.co.za or call/WhatsApp us on +27 61 536 4812 if you need assistance with these forms.
2. Please fill out all pages of this form on your computer or with black pen, and obtain a clear set of fingerprints at your local police station using the fingerprint forms attached to this pack using black ink.
3. Sign, scan and email this form to info@sp-documents.co.za, along with the fingerprints and certified copies of your ID or Passport.
4. We will check the form and scans, confirm receipt and send you an invoice. You will need to courier the original documents to us once we confirm everything is in order.
5. Once we receive the original documents and payment, we will assist with the relevant SAPS submission and confirm the next step with you.
6. We follow up and keep you informed while the application is being processed by SAPS.
7. Where a scan or copy is available, we will send it to you to confirm the details before courier or further processing.
8. If an apostille or additional legalisation service is required, we will assist with the next step. Local and international courier timelines depend on the courier service used.



Section 1: Your Details

Name

Email Address

Mobile Number

Address

Town

State/Province

Country

Postal Code

Section 2: Delivery Address:

(if different to the above address)

I would like to send my own courier (tick box)

Address

Town

State/Province

Country

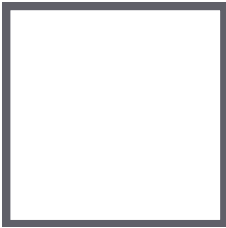
Postal Code

Section 3: Order Details

Please see www.sp-documents.co.za for current prices.



Police Clearance Certificate



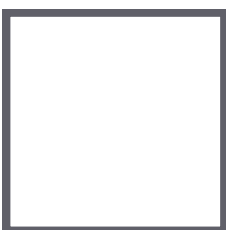
A Police Clearance Certificate is an official document issued by the South African Police Service that verifies whether an individual has a criminal record in South Africa.

It is often required for various legal and administrative purposes, such as visa applications, employment background checks, immigration and residency applications.

Section 4: Do you need an Apostille attached to this certificate?



DIRCO Hague Convention Apostille



An apostille is a certificate that confirms the authenticity of your Police Clearance Certificate.

This verifies that the document is legitimate and can be recognized in a foreign country that is a member of the Hague Apostille Convention.

What country is this apostille intended for?

Section 5: Do you have any criminal convictions in South Africa?

Yes

If you have criminal convictions, this may add up to 28 days to the processing time.

No

Section 6: Document & Fingerprint Instructions

We need the following original documents from you to be couriered to our South African handling address after we have reviewed the scans:

1 FINGERPRINTS

Please use the fingerprint form provided in this pack where possible. If this is not possible, use the official fingerprint form for the country where you live.

Fingerprints can usually be taken at a police station, South African embassy/consulate, or by a certified fingerprint taker.

The fingerprint form should include your full name, address and South African ID or Passport number.

2 2 x CERTIFIED COPIES OF YOUR ID OR PASSPORT

This should be the same ID or Passport number that appears on your fingerprint form.

Please make sure the copies are clear, valid, certified and readable before sending them.



IMPORTANT: Please email a full copy of these forms, including the fingerprint form, to us before couriering the originals. Once we have received the scans, we will check them and confirm that they appear to be in order.

If you are in South Africa, we can arrange a collection for our standard courier fee.



Section 7: Courier Instructions

Please courier the original forms, the fingerprint form, the 2 x certified copies of your ID or Passport, and a copy of this application pack after SP Documents confirms that the scanned copies look in order.

Email info@sp-documents.co.za with the courier company name and tracking number once dispatched.

PLEASE DO NOT POST THE DOCUMENTS

Postal service documents may not arrive. Please use a recognised courier company such as DHL for international courier or a trusted local courier service in South Africa.

Address for the Courier

A COURIER ADDRESS

SP Documents / SP Document Trade (Pty) Ltd

Courier address to be confirmed by SP Documents before dispatch.
Please do not send originals until we have checked the scanned copies and confirmed the correct delivery address for your file.

+27 61 536 4812
info@sp-documents.co.za
www.sp-documents.co.za

Once the documents arrive, we will confirm with you and proceed with the next step. Please contact us by email or WhatsApp if you have any questions.



SAPS

APPLICATION: POLICE CLEARANCE CERTIFICATE**DETAIL OF THE APPLICANT (Certified copy of RSA ID document or Passport must be attached)**

SURNAME: _____

FULL NAME/S: _____

MAIDEN NAME: _____

MUST MAIDEN NAME BE INCLUDED (X)

YES

NO

(Copy of marriage certificate must be attached if applicable and when required on certificate.)

DATE OF BIRTH

Y	Y	M	M	D	D
---	---	---	---	---	---

COUNTRY OF BIRTH: _____

CELL NUMBER OF APPLICANT: _____

RSA IDENTITY NUMBER

PASSPORT NUMBER

PROOF OF PAYMENT WITH RECEIPT NUMBER: _____ IS ATTACHED

REASON FOR APPLICATION (Motivate why a Police Clearance Certificate is requested)**METHOD AND ADDRESS FOR RETURN OF CERTIFICATE****SELECT ONE OF THE FOLLOWING OPTIONS (MARK WITH "X")**

OPTION	SELECT X	COMPULSORY INFORMATION IF SELECTED
RETURN TO SAPS STATION WHERE APPLIED		CORRECT POSTAL ADDRESS AND CONTACT PERSON AT THE STATION MUST BE PROVIDED BELOW
KEEP FOR COLLECTION BY APPLICANT AT CLIENT SERVICE CENTRE IN PRETORIA (24/7)		PROOF OF IDENTITY WILL BE REQUIRED UPON COLLECTION (Certificate will be destroyed after 3 months if not collected)
KEEP FOR COLLECTION BY NOMINATED PERSON AT CLIENT SERVICE CENTER IN PRETORIA (24/7)		PROVIDE PARTICULARS AND RSA ID NUMBER OF NOMINEE. PROOF OF IDENTITY WILL BE REQUIRED UPON COLLECTION (Certificate will be destroyed after 3 months if not collected)
KEEP FOR COLLECTION BY COURIER COMPANY – COSTS TO APPLICANT		NAME OF COMPANY MUST BE PROVIDED BELOW. (Certificate will be destroyed after 3 months if not collected)
POST CERTIFICATE TO APPLICANT PREFERRED PRIVATE ADDRESS		CORRECT POSTAL ADDRESS MUST BE PROVIDED BELOW. (ONLY AVAILABLE IN RSA)

ADDRESS: SAPS	PRIVATE ADDRESS
THE STATION COMMANDER	Mr / Ms
POSTAL CODE	
CONTACT TEL NUMBER	POSTAL CODE

NAME OF COURIER COMPANY _____

SIGNATURE OF APPLICANT _____

DATE _____



SOUTH AFRICAN POLICE SERVICE

TO BE COMPLETED IN BLOCK LETTERS

ENQUIRY

Full name and surname Identity number <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table> Town and country of birth Address Date of birth Race: <table border="1" style="display: inline-table; width: 40px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 20px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 20px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 20px; height: 20px; vertical-align: middle;"></table> Gender <table border="1" style="display: inline-table; width: 20px; height: 20px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 20px; height: 20px; vertical-align: middle;"></table>					OFFICE USE ONLY				
					FIMS Enq. No. /				
					Barcode No.				
					Received		Verify		
					FIMS		Validate		
Scan					SRE				
Statement by the person whose fingerprints are taken: * I have not been convicted of any offence. * I have been convicted of (state place, date and sentence) I unconditionally indemnify the South African Police Services and all its members, employees as well as the Government of the Republic of South Africa against any liability which results or may result from furnishing information in this regard. Signature of applicant Cell phone no of applicant * Delete which is not applicable I certify that the above applicant's signature was placed on this form in my presence and his/her fingerprints taken by me. (Signature of official responsible) Initials and surname Designation Business address (Street address)									
LEFT THUMB		Reason for enquiry:				RIGHT THUMB			
Thumb		Forefinger		Middle finger		Ring finger		Little finger	
1		2		3		4		5	
RIGHT HAND								RIGHT HAND	
6		7		8		9		10	
LEFT HAND								LEFT HAND	
Left hand (Plain impressions of four fingers taken simultaneously)					Right hand (Plain impressions of four fingers taken simultaneously)				



Section 8: Limited Power of Attorney

Between the Principal:

Name

And

SP Document Trade (Pty) Ltd, a private document facilitation company in South Africa, trading as SP Documents.

Appointment of Agent

The Principal appoints SP Document Trade (Pty) Ltd / SP Documents as his or her representative to assist with the Police Clearance Certificate application, document review, SAPS submission support, collection coordination, courier arrangements and, where selected, apostille or legalisation support. The Agent is granted authority to act on the Principal's behalf for the selected document service.

Extent of Authority

The Agent is granted authority to perform the following actions for the selected document service:

1. General Authority:

To prepare, lodge, follow up on and administer documentation related to the requested Police Clearance Certificate service.
2. Collection Authority:

To request, collect and receive certificates, confirmations, apostilles, endorsements, releases, receipts and related documents where permitted.
3. Courier and Communication Authority:

To communicate with SAPS, relevant offices, couriers and professional service providers as reasonably required for the selected service.
4. Professional Assistance:

To appoint or liaise with agents, attorneys, accountants, couriers or other professionals where necessary for the service.

The Principal authorises the Agent to perform lawful actions reasonably necessary for the selected service. The Principal understands that processing times are guidelines only and depend on SAPS, the relevant issuing authority, courier and any legalisation process selected.

Signed at

Date

Your Signature

SP Signature