**Procedures for Obtaining Police Clearances**

 A POLICE Clearance certificate is a vital document that is needed for many purposes. However, many people do not know how to obtain a police clearance certificate.

According to the Acting Officer in Charge (OIC) of the National Criminal Records Office (NCRO) Chief Sergeant Kasa Wumber there are six main types of Police Clearance reports done by his office. This includes five Character Checks and a Police Crime Report. The character checks include;

* Public Motor Vehicle (PMV) character check,
* Papua New Guinea police character check,
* firearms character check,
* expatriates in Papua New Guinea and
* expatriates overseas character check.

Police Clearance reports are issued by the NCRO currently located at the National Forensic Centre, Varahe Road Gordons in Port Moresby. No police stations or another office can issue a police clearance certificate.

The only authorised signature on the certificate must be that of the OIC National Criminal Records Office, by delegation on behalf of the Commissioner of Police. In the absence of the OIC the second officer in charge (2IC) will sign on his behalf. Any other signature on the Police Clearance certificate is not to be accepted.

To apply for a police clearance certificate, you can pick up a form at the National Criminal Records Office.

For those living in the other provinces you can collect a form from your nearest police station where you will be fingerprinted. Pay the K65.00 fee at your nearest finance cashier office and attach the receipt with the application form and mail to the NCRO office at the Police National Headquarters to the following address: OIC National Criminal Records Office RPNGC, P.O 85, Konedobu, National Capital District.

For those in Port Moresby you can pay your Character Check or Police Crime Report fees at any of these three locations; Vulupindi Haus, Firearm Registry Office at the Boroko Police Station and the Central Government Office at Konedobu.

Attach the receipt to the application and submit to the NCRO office at Gordons. You will be given a number and expected date for follow up or collection.

The fee for a Police Crime Report for insurance purposes is K65.00. All police character check fee is K65.00. You are not to pay any additional fees.

For expatriates there are two separate application forms for those who are living in the country and those who have left but require PNG Police Clearance Certificates for the countries they are currently residing in. They are required to bring their complete application form together with their current passport and visa and current work permit as well as the receipt of the K65.00 payment.

The duration of the Character Check processes is one week for nationals and two weeks for expatriates.

The NCRO is open only on Mondays, Tuesdays, Thursdays and Fridays. Lodgment of application forms is usually from 9:00am – 12:00pm. Collection of character certificate is between 1:00pm and 3:30pm each Mondays, Tuesdays, Thursdays and Fridays. Mondays is allocated for lodgment of police character checks for the purpose of opening of bank accounts, study in PNG, passport application and PMV.

Employment character check applications are done on Tuesdays and Fridays only. Expatriate character checks, visa, firearm, Investment Promotion Authority (IPA), National Airports Corporation (NAC) pass, crime reports, study overseas and port passes are done on Thursdays only.

Nationals and expatriates living overseas must report to their nearest police station in the country they are in and they will collect their required information and send them to the NCRO in Port Moresby.

Firearm applicants must also attach the notice for sale and disposal form from a licensed gun dealer and the complete Interpol firearm request form to secure a character check certificate.

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