

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: \$100 fee – (PAID AT GOVT CASHIERS)**
Payment is made at the Government Cashiers beforehand (Ground Floor, Government Administration Building, Parliament Street, Hamilton). A voucher receipt will be issued - the pink carbon copy is submitted the corresponding application paperwork as proof of payment.
2. **Overseas applicants:** - REFER TO PAGE THREE OF THIS INSTRUCTION DOCUMENT
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. The applicant must supply the following certified copies at the time of application submission:
 - a) Valid Passport (document noting **FULL NAME OF APPLICANT**) with **additional colour photocopy of said document**
 - b) If applicant has no passport then certified copies of Birth Certificate plus valid photo ID (also with colour photocopies of said documents)
 - c) Certified colour copy of valid photo ID (Govt, Federal, State photo ID is required)
 - d) Only clear and legible certified copies of Photo ID and documents are acceptable.
 - e) Applicant **MUST** supply the copies of all documents
 - A valid Driver's Licence (DL) alone may not be sufficient
 - If DL is used it **MUST** be accompanied with a Copy of a Birth Certificate
8. For 7(a, b & c) photo ID or other vital documents, persons authorized to endorse a certified copy include:
 - a. Attorney or Notary Public
 - b. Police Officer / Police Vetting Coordinator / Police Station Duty Officer
 - c. Court Officer

...generally stating "this is a true copy of the original document" the date, and identity of certifying person. In order to certify, the original document must also be seen at the time of certifying.

9. **If in Bermuda, applications must only be submitted to:**
 - i) Police Vetting Section / CRO: **Dame Lois Browne-Evans Building, 58 Court Street, Hamilton**
 - ii) Via post addressed to:
Police Vetting Section – CRO
Bermuda Police Service
P.O. Box HM 530
Hamilton, HM CX
Bermuda

Applicants MUST bring all necessary paperwork (including copies of ID) when submitting. Police Vetting Office – (441) 247-1513 or (441) 247-1750 - email: vetting@bps.bm Incomplete forms or forms not accompanied with appropriate payment and photographic ID (including required photocopies) will not be processed.

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OVERSEAS APPLICATIONS - PAYMENT INSTRUCTIONS

Effective 1 April 2016, the Bermuda Police Service **NO LONGER accepts foreign cheques**. Local cheques (US and Bermuda dollars only) from the three Bermuda banks are acceptable.

Persons making payments from overseas must pay by wire in the name of the **Accountant General to HSBC** as follows:

US Dollar account is 010-221125-511

Or

Bermuda Dollar account 010-221125-001

When making payment by wire, the **customer must confirm** to Group-Finance@bps.bm the following:

- 1.** Amount of the payment
- 2.** Date of the payment
- 3.** Payment/transaction number (if any)

Police Finance Department will liaise with the Bermuda's Accountant General's office to confirm receipt of payment. Payment is not deemed to have been received until the Bermuda Accountant General's Office states that they have received the funds.

Below is the bank, address and SWIFT code, if needed:

**HSBC Bank Bermuda Limited Harbourview Centre
37 Front Street, Hamilton HM 11, Bermuda**

SWIFT CODE: BBDA BMHM

Applications will not be processed unless the above payments instructions are satisfied.