

REQUIREMENTS FOR A POLICE CLEARANCE CERTIFICATE

1. The applicant will submit his/her set of fingerprints on a standard fingerprint form and that will be done at any Police Station in the area of the applicant's residence.
2. The set of fingerprints obtained from the applicant will then be forwarded to the Inspector General of Police, Zambia Police for the attention of Director C.I.D by any means possible.

NOTE: that faxed and photocopied prints are not allowed and will not be processed.

3. The forwarding fingerprints should be accompanied by fees in form of International Money Order or Bank Certificate Cheque and are charged as follows:
 - Cost of Police Clearance for Zambian living aboard is US \$100.00
 - Cost of Police Clearance for non-Zambian living aboard is US \$150.00
4. The International Money Order or Bank cheque should be payable to the Inspector General of Police.
5. The applicant should use a courier of his/her choice to deliver fingerprints to Zambia Police Headquarters and obtain processed Police Clearance Certificate form from the Zambia Police Service for delivery to the applicant.

NOTE: that postage and courier charges will be borne by the applicants.

Kindly forward all documents to the following address:

Office of the Inspector General
Zambia Police Service Headquarters
Independence Avenue
P.O Box 50103
Ridgeway
Lusaka, Zambia.

ATTENTION: Director C.I.D

TEL: 011.260.211.25.45.58