



# LODGEMENT OF POLICE CLEARANCE APPLICATIONS

With the gradual easing of COVID-19 protocols by the Fijian Government as announced on 10/10/21, all **Police Clearance Applications** can now be lodged from the respective Police Stations mentioned below, between **Monday to Friday from 9am to 1pm**, in compliance with current COVID-19 Safe Protocols.

## CENTRAL DIVISION

### LEDGER SECTION AT POLICE HEADQUARTERS at Level 2

Vinod Patel Building Centre Point.

## EASTERN DIVISION

- NAUSORI POLICE STATION - 3477222
- STATION OFFICER/SERGEANT - 3477222
- KOROVOU POLICE STATION - 3430222
- LEVUKA POLICE STATION - 3440222

## WESTERN DIVISION

- LAUTOKA POLICE STATION - 666 0222
- SIGATOKA POLICE STATION - 6500 222
- NAMAKA POLICE STATION - 6722 222
- NADI POLICE STATION - 6700 222
- BA POLICE STATION - 6674 222
- RAKIRAKI POLICE STATION - 6694 222
- TAVUA POLICE STATION - 6680222

## NORTHERN DIVISION

- LABASA POLICE STATION - 8811 222
- SAVUSAVU POLICE STATION - 8850 222
- TAVEUNI POLICE STATION - 8880 222

### 1. WHEN LODGING THE POLICE CLEARANCE APPLICATION

The applicant must ensure the following information are clearly provided on the Applications:

- Purpose of the Police Clearance (Migration/ Employment – i.e. work permit)

- Applicants must understand that there are certain requirements set by each Agency/Immigration/Private/ Government Sector.
- **NO** Third Party apart from an Authorized Party e.g. the applicant's lawyer or Immigration Agent may deal with the applicant's lodgments/receiving the Police Clearance Certificate.

### 2. DOCUMENTS REQUIRED

- Completed and signed respective Police Clearance Application form(s) with all fields entered accurately.
- Copy of bio-data page of passport
- **ALL** applications from Overseas must attach bio-data page of passport
- **Fiji Immigration – Applicants** must attach Passport Bio data page
- Copy of Birth certificate
- Case file reference number (Australia/USA/ Canada/UK)
- **High Quality Fingerprints – Local Applicants** must submit Clear Rolled Inked Fingerprints which will be taken by a Police Officer at the respective Stations mentioned.
- **For Overseas Applicants** – Clear high quality scanned fingerprints. Especially for the following countries (Canada, NZ, UK (British Army & Navy), USA). Fingerprints can be taken at the New Zealand Post, Authorized Agents or at the nearest Police Stations in the respective countries mentioned.

### 3. FEES/PAYMENT

- For ALL Applications from within Fiji, correct fees to be manually paid at the Nearest Police Station(s) /Revenue Collector(s) whereby the Government revenue receipt(s) will be issued.
- All documents presented will be thoroughly checked and verified by the Police Clearance Support Staff in the respective Stations mentioned, before forwarding the complete applications to the Criminal Records Office.



# LODGEMENT OF POLICE CLEARANCE APPLICATIONS

- **CASH ONLY – NO** bank drafts and Cheques will be accepted.
- **OVERSEAS APPLICANTS [ONLY]** are to make payment online to the Ministry of Economy Account:
- **Bank:** *Australia and New Zealand Bank*
- **Account Name:** *Government Consolidated Fund Account*
- **Account Number:** *1292446*
- **Department:** *Police (2000)*
- **Swift Code:** *ANZBFJFX*
- **BSB Code:** *010890*
- **Narration:** *FJPOL\_(your name)*
- **Fiji Police Force Tax Identification Number (TIN):***90-00032-06*
- **No Cheque Payments will be accepted.**

- Once the payment is made, clear scanned copy of the deposit slip with the Police Clearance application and all the required documents are to be emailed to [criminal.records@police.org.fj](mailto:criminal.records@police.org.fj)
- Overseas Applications will **ONLY** be processed once the **Government Revenue Receipt** is issued from our accounts section after confirming payment from the Ministry of Economy.
- **International Banking** the clearance of payment is subject to the Banks and Exchange Rate for that period which can take up to 5 working days to clear. (Payments must be in Fijian Currency).
- **Courier Services –** Applicants to make payments for courier service for the Delivery and pick up to and from the Criminal Records Office.

## 4. PROCESSING TIMELINES

*(Any developments in the COVID-19 situation could impact the following processing timelines)*

- **NORMAL PROCESSING – 10 TO 15 WORKING DAYS** (subject to application being straight forward without any pending cases)
- **URGENT PROCESSING – 5 WORKING DAYS** (subject to the application being straight forward without any pending cases)
- **NO POLICE CLEARANCE WILL BE ISSUED TO THE APPLICANT.** It will be forwarded to the Agency which requires the Police Clearance.

## 5. SUBSIDIES ON THE POLICE CLEARANCE FEES

- Please be advised that with effect from **1st August, 2021 Applicants are not to PAY** for the Police Clearance processing fees for Local Employment & PSV License.

## 6. CONTACTS

For Further enquires please contact list down from OC/CRO to all Officers with official mobile phones and landlines doing Police Clearance and LTA Vetting.  
**Email:** [fjpolclearance@gmail.com](mailto:fjpolclearance@gmail.com)

SRL	NAME	NUMBER
1	OC/CRO – IP MERELEA DROTINI	9905 517
2	SGT VODO	9905897
3	A/CPL 3147 SANGEETA LATA	9921 509
4	WPC 5319 AKOSITA	9921 510
5	CIVILIAN – MS. LAVENIA TABETE	9921 524
6	LANDLINES	3219 646, 3219 647, & 3219 642