



**SINGAPORE
POLICE FORCE**

**CERTIFICATE OF CLEARANCE
APPEAL FORM**

Reason/s for Appeal:

Name: _____

Signature: _____

Date: _____



CERTIFICATE OF CLEARANCE (COC)

A Certificate of Clearance (COC) is issued by the Criminal Investigation Department (CID) of the Singapore Police Force (SPF) to certify that a person has no Criminal Conviction within a stipulated period of time in Singapore.

WHO MAY APPLY

All Singaporeans are eligible to apply. Non-Singapore Citizens who wish to apply can submit the appeal form together with the application form and relevant documents for consideration on a case by case basis. Applicants may wish to note that there are alternative means to a COC such as Statutory Declaration through the Commissioner of Oath or a qualified practitioner.

APPLICATION PROCESS

Applicants residing in Singapore please visit the COC office in person to apply and to have their fingerprint impressions taken **between 8.30am and 12pm, Monday to Friday (excluding public holidays)**.

Applicants residing overseas may submit their application forms (and appeal form if applicable) to:

Criminal Records Office, CID (COC),
Block D Police Cantonment Complex,
#02-07/08,
391 New Bridge Road,
Singapore 088762

PROCESSING FEE

Processing fee for each application is S\$55.00. An additional overseas postage fee of S\$5.00 applies for applications via post from other countries.

Payment can be made by cash, NETS and credit cards (VISA/MASTERCARD), bank draft or personal cheque at the COC counter. Only bank drafts and personal cheque denominated in Singapore Dollars will be accepted.

For applications by post, payment can be made with a bank draft made payable to 'Head Criminal Records CID' through a financial institution with a subsidiary bank based in Singapore for clearance.

Payments received are non-refundable once the application is accepted.

PROCESSING TIME & COLLECTION

Processing time for each application is **10 working days for Singapore Citizens and 15 working days for appeal cases, factoring the time taken to process the appeal (non-Singapore Citizens).**

Applicants will be informed of the date of collection on the same day when they have their fingerprint impressions taken. Applicants may collect the certificate in person or through a proxy. An authorisation letter is required for collection by proxy with a valid photo identification for verification.

For overseas applications by post, the certificates will be posted to the forwarding address as indicated by the applicants in the application. An acknowledgement receipt will be sent out once the COC office receives the application form.

DOCUMENTS REQUIRED

Each application will be processed only upon receipt of all required documents; failure to comply with the submission of required documents within 10 days on receipt of application will result in delays in processing or applications to be rejected. The required documents are:

- a. Application form (and appeal form if applicable)
- b. A photo copy of applicant's valid passport (biometric page only)
(Note: walk-in applicants are to bring the original documents for verification)
- c. 2 recent passport-sized photographs that are **3.5 cm by 4.5 cm, borderless with a white background;**
- d. Photocopy of document from relevant consulate/immigration or government authority/educational institution to establish that the certificate is required by such authority. All documents are to be translated to English if written in other languages;
- e. Fingerprint Impressions
 - i. Walk-in applicants' fingerprint impressions will be taken at the COC;
 - ii. Applicants by post shall submit a set of their 10 fingerprint impressions* taken by a qualified fingerprint officer from a police establishment or an authorised office at their country of residence.

*** A set of 10 fingerprint impressions refers to impressions of right and left thumbs, and 4 fingers of the right and left hands.**

A. PERSONAL PARTICULARS OF APPLICANT

1. Identification No (NRIC)		2. Current Passport No	
3. Name in Full (as in passport) Mr/Mrs/Mdm/Miss/Ms/Dr			
4. Sex	5. Race	6. Present Occupation	7. Salary (per month)
8. Place of Birth		9. Date of Birth	10. Nationality
11. Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
12. Nationality of Spouse	13. Number of Children	14. Handphone Number +65 – _____ <i>* Pls provide a Singapore registered number (if any)</i>	
15. Residential Address			
16. Postal Address (if different from residential address)			
17. # Email Address			
18. Period of stay in Singapore From: _____ (DD/MM/YY) To: _____ (DD/MM/YY)			
19. Education Attainment <input type="checkbox"/> Primary Education <input type="checkbox"/> Secondary Education <input type="checkbox"/> GCE 'O' Level <input type="checkbox"/> GCE 'A' Level <input type="checkbox"/> Diploma <input type="checkbox"/> Tertiary Education (Basic / Hons) <input type="checkbox"/> Masters <input type="checkbox"/> PHD <input type="checkbox"/> Others (please specify)			

* Applicants will be notified of the date of collection via short message service (sms) through this Singapore registered mobile number.

Applicants will be notified of the date of collection via this e-mail address.

B. REASON FOR APPLICATION

20. Country for which COC is to be submitted	21. Date of Departure												
<p>22. Purpose for which COC is required?</p> <ul style="list-style-type: none"><input type="checkbox"/> Migration (If 'Yes', please proceed to Question 22)<input type="checkbox"/> Education (If 'Yes', please proceed to Question 23)<input type="checkbox"/> Employment (If 'Yes', please proceed to Question 24)<input type="checkbox"/> Business<input type="checkbox"/> Marriage<input type="checkbox"/> Adoption<input type="checkbox"/> Others (please specify)													
<p>23. What are your reasons for emigrating? (Please select only 3 boxes. Rank them in order of importance with '1' being the most important)</p> <table border="0"><tr><td><input type="checkbox"/> High cost of living</td><td><input type="checkbox"/> Singapore is too regulated and stifling</td></tr><tr><td><input type="checkbox"/> Better career / business prospects overseas</td><td><input type="checkbox"/> Better and less stressful education opportunities for your children</td></tr><tr><td><input type="checkbox"/> Prefer a more relaxed lifestyle</td><td><input type="checkbox"/> Retirement abroad</td></tr><tr><td><input type="checkbox"/> To be united with close family members who emigrated earlier</td><td><input type="checkbox"/> Marriage to a foreign national</td></tr><tr><td><input type="checkbox"/> Do not want your son/s to serve national service</td><td><input type="checkbox"/> Uncertain future of Singapore</td></tr><tr><td><input type="checkbox"/> Others</td><td>(please specify)</td></tr></table>		<input type="checkbox"/> High cost of living	<input type="checkbox"/> Singapore is too regulated and stifling	<input type="checkbox"/> Better career / business prospects overseas	<input type="checkbox"/> Better and less stressful education opportunities for your children	<input type="checkbox"/> Prefer a more relaxed lifestyle	<input type="checkbox"/> Retirement abroad	<input type="checkbox"/> To be united with close family members who emigrated earlier	<input type="checkbox"/> Marriage to a foreign national	<input type="checkbox"/> Do not want your son/s to serve national service	<input type="checkbox"/> Uncertain future of Singapore	<input type="checkbox"/> Others	(please specify)
<input type="checkbox"/> High cost of living	<input type="checkbox"/> Singapore is too regulated and stifling												
<input type="checkbox"/> Better career / business prospects overseas	<input type="checkbox"/> Better and less stressful education opportunities for your children												
<input type="checkbox"/> Prefer a more relaxed lifestyle	<input type="checkbox"/> Retirement abroad												
<input type="checkbox"/> To be united with close family members who emigrated earlier	<input type="checkbox"/> Marriage to a foreign national												
<input type="checkbox"/> Do not want your son/s to serve national service	<input type="checkbox"/> Uncertain future of Singapore												
<input type="checkbox"/> Others	(please specify)												
<p>24. If it is for Education purpose</p> <ul style="list-style-type: none">a. Level of study (eg: Diploma, Degree) _____b. Field of study (eg: Science, Business, etc) _____c. Year of study (eg: First year) _____d. Duration of course _____													

25. If it is for employment purpose

a. Occupation _____

b. For how long? Years _____ Months _____

26. Do you have any relatives currently staying in your country of destination

Yes No

If answer is 'Yes', please state how many; _____

27. Have you ever studied / worked in your country of destination previously

Yes No

If answer is 'Yes', please state; _____

Number of Year abroad: _____ Country: _____

Level of education: _____ Nature of work: _____

C. FOR SINGAPORE CITIZENS AND PERMANENT RESIDENTS ONLY PARTICULARS OF APPLICANT'S ACCOMPANYING FAMILY MEMBERS

Relation to Applicant	Sex	Age	Residency status	Educational level	Plans with Applicant
Spouse	M / F		<input type="checkbox"/> Singapore Citizen or <input type="checkbox"/> Permanent Resident	_____ _____ <i>* Please specify</i>	<input type="checkbox"/> Emigrating or <input type="checkbox"/> Travelling
Child 1	M / F		<input type="checkbox"/> Singapore Citizen or <input type="checkbox"/> Permanent Resident	_____ _____ <i>* Please specify</i>	<input type="checkbox"/> Emigrating or <input type="checkbox"/> Travelling
Child 2	M / F		<input type="checkbox"/> Singapore Citizen or <input type="checkbox"/> Permanent Resident	_____ _____ <i>* Please specify</i>	<input type="checkbox"/> Emigrating or <input type="checkbox"/> Travelling



SINGAPORE POLICE FORCE

APPLICATION FORM CERTIFICATE OF CLEARANCE

I, the undersigned, hereby make application to the Singapore Police Force for a Certificate of Clearance.

I declare that:

I have never been convicted of any criminal offence during my stay in Singapore;

or

I have been convicted of the following criminal offence/s during my stay in Singapore.

OFFENCE

DATE

Applicant name: _____

Signature: _____

Date: _____

COLLECTION OF COC

Collected by: Applicant / Proxy

Name of Proxy: _____

Date of Collection: _____

FOR OFFICIAL USE ONLY

Fee Received: _____

Receipt Number: _____

Application Date: _____

COC Officer: _____

COC Reference: _____