

## **THE KENYA POLICE CERTIFICATE OF GOOD CONDUCT APPLICATION**

The following are the prerequisites for applications for certificates of good conduct:

### **KENYAN CITIZEN (within the country)**

- a) Must present him/her self with original second-generation national identification card and a clear photocopy (Kenyan passports not accepted).
- b) Must pay Kshs.1, 000.00 or its equivalent and obtain the official receipt from our nearest foreign mission or submit the cheque payable to Director of Criminal Investigation at Nairobi Kenya.
- c) Must allow his/her fingerprints and palm prints to be recorded on a prescribed form at the nearest Police Station in the country of stay.
- d) If not registered and issued with a Kenyan ID card as per Cap. 107 Laws of Kenya, must prove that he/she attained the age of 18 years while out side the country and is yet to return. A letter from our foreign mission, certified copy of birth certificate and passport are relevant in this case.
- e) The application consisting of original payment receipt/cheque, clear copy of IDcard and fingerprints must be forwarded officially with a covering letter to CID Headquarters - Nairobi through post or runner

### **FOREIGN CITIZEN (not refugee or alien)**

- a) Must present him/her self with a certified copy of his country's passport with documentary prove that he/she ever resided in Kenya for 3 months or more
- b) Must pay Kshs.1, 000.00 or its equivalent and obtain the official receipt from our nearest foreign mission or submit the cheque payable to Director of Criminal Investigation at Nairobi Kenya.
- c) Must allow his/her fingerprints and palm prints to be recorded on a prescribed form at the nearest Police Station in the present country of residence.
- d) The application consisting of original payment receipt or cheque, certified copy of passport , document of prove of resident in Kenya and fingerprints must be forwarded officially with a covering letter from the official fingerprinting agency or Kenyan mission to CID Headquarters Nairobi – Kenya through post or runner.

### **FOREIGN CITIZEN (legal alien in Kenya)**

- a) Must present him/her self with original and copy of his country's passport with documentary prove that he/she has been resident in Kenya for 3 months or more. Document from his/her employer or training institution in case of expatriate or student respectively is relevant.

- b) Must pay Kshs.1, 000.00 and obtain the official receipt from the cashier at CID Headquarters in case of Nairobi residents or at Divisional CID offices in other geographical areas within Kenya (Refer Appendix 49 of FSO).
- c) Must allow his fingerprints and palm prints to be recorded on a prescribed form (C24 or P20) at the CID Headquarters Nairobi (for all Nairobi residents) or Divisional CID offices in other districts.
- d) The application consisting of original payment receipt, copies of passport/other documents and fingerprints must be forwarded officially with a covering letter from Divisional CID office to CID Headquarters through post or runner.
- e) Alien ID cards must be verified by the issuing authority (Immigration Department) before processing of the application is allowed.

**NOTE:**

- The applicant's fingerprints must be recorded on a prescribed form by an authorized person who must enter all the clerical details.
- The original cash or cheque payment receipt must be attached to the applicant's fingerprints.
- Residents of **Nairobi** must apply for certificates at **CID Headquarters along KIAMBU road**. Applicants in other areas must apply at **Divisional CID offices**.