

## DIRECTORATE OF INTERPOL AND INTERNATIONAL RELATIONS

### VITAL INFORMATION ABOUT POLICE CERTIFICATE OF GOOD CONDUCT

#### SECTION 1: APPLICANTS LIVING IN UGANDA

##### REQUIREMENTS PER APPLICANT:

##### 1. FEES APPROVED BY THE GOVERNMENT:

##### a) **Government Revenue** – Paid in Bank:

(i)	Certificate of good conduct	Shs=48,000
(ii)	Finger print screening	Shs= 7,000
(iii)	Bank Charges	<u>Shs= 3,300</u>
	Subtotal in Bank	<u>Shs=58,300</u>

##### b) **Administrative fees** - Paid at the Revenue Collection Office at INTERPOL Headquarters and receipts are issued:

(iv)	Certificate officer allowance	Shs=3,000
(v)	Fingerprint officer allowance	<u>Shs=3,000</u>
	Subtotal paid at office	<u>Shs =6,000</u>

GAND TOTAL Shs=64,300

**NOTE:** Bank Payment Advice Forms (BPAFS) are obtained from Revenue Collection Office at INTERPOL HQRTS. Payment is made in STANBIC BANK. After Bank Payments, a government General Receipt will be issued as an acknowledgement of the Revenue paid.

2. TWO PASSPORT SIZE PHOTOGRAPHS

3. PHOTOCOPY OF THE NATIONAL ID OR PHOTOCOPY OF PASSPORT

(Bio data Page)

4. FINGER PRINTS TAKEN BY UGANDA POLICE IN UGANDA OR TAKEN AND CERTIFIED BY A POLICE INSTITUTION OF ANY OTHER COUNTRY WHERE THE APPLICANT IS LIVING.

**WARNING:** APPLICANT SHOULD PAY ONLY SHS 58,300 IN THE BANK AND SHS 6,000 AT REVENUE COLLECTION OFFICE AT INTERPOL HQRTS, TOTALLING TO SHS 64,300 PER PERSON AS GUIDED ABOVE.

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#### **SECTION 2: PROCEDURE OF APPLYING**

1. Applicants go to the National Central Bureau of INTERPOL Headquarters, Kampala (Plot12, Mabua Road, Kololo, Kampala, near the Air Strip).
2. Applicants who may wish to make inquiries can do so at Customer Service Desk at the entrance.
3. Applicants make written applications and pick Bank Payment Advice Forms (BPAFS) from Revenue Collection Office (at the desk in the shed house near the entrance).
4. Applicants make payments (shs. 58,300) in STANBIC bank at Forest Mall, Lugogo or any STANBIC Branch. After payment in the bank they come back to base and make another payment (shs 6,000) at revenue collection office, in room 5. Receipts for this payment are issued.
4. Applicants present both payment receipts from bank and revenue collection office to the finger print office in the shed house near the entrance.
5. Applicants have their fingerprints taken and sent to the Forensic Laboratory for screening.
6. Applicants applying as individuals are advised to go back home and report back to INTERPOL HQRTS to collect their certificates of good conduct after 7 working days (excluding Saturdays, Sundays and Public Holidays).
7. Company, group, , school, organization, or institution applicants are advised to collect their certificates of good conduct after 14 working days (excluding Saturdays, Sundays and Public Holidays).

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#### SECTION 3: TIME TAKEN BY THE WHOLE PROCESS

The Process of finger print screening and vetting the applicants takes some time. Police Certificates of Good Conduct for individual applicants are issued after 7(seven) working days while those of company/group applicants are issued after 14 working days (excluding Saturdays, Sundays and Public holidays) from the date when the fingerprints are taken.

For example if the fingerprints are taken on a Monday this week, the certificate of individual applicant will be ready for collection on a Wednesday next week while the certificates of Company/Group applicants will be ready for collection on a Friday during the third week.

#### **EXAMPLE OF HOW TO COUNT: If for example fingerprints are taken on Monday this week:**

This Week	Day of the week	Type of Application	
		Individual (Days taken)	Company/Group (Days taken)
	Monday	1	1
	Tuesday	2	2
	Wednesday	3	3
	Thursday	4	4
	Friday	5	5
	Saturday	No work	No work
	Sunday	No work	No work
<b>2<sup>nd</sup> Week</b>	Monday	6	6
	Tuesday	7	7
	Wednesday	Ready for collection	8
	Thursday		9
	Friday		10
	Saturday		No work
	Sunday		No work
<b>3<sup>rd</sup> Week</b>	Monday		11
	Tuesday		12
	Wednesday		13
	Thursday		14
	Friday		Ready for collection

In case the certificate of Good Conduct of individual or Company/Group applicant is not ready for collection as scheduled, the affected applicant is advised to fill a complaint form at Customer Care Desk and the complaint will be attended to as soon as possible.

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#### **SECTION 4: RENEWALS**

1. A certificate of good conduct expires after 6 months from the date of issue. Any applicant who wishes to renew has to undergo the same procedures as shown in SECTION 2.

2. An applicant who wishes to renew a certificate which has not yet expired because of some reasons has to seek for advice from the officer in charge of finger prints at the shed house near the entrance. The advice will be as to whether the applicant should undergo another fingerprint screening or not.

3. A person (Ugandan or foreigner) living outside Uganda who wishes to apply for a renewal of certificate of good conduct may go to a Police station in the country of current abode. He/She should tell the Police that he/she wants to apply for a certificate of good conduct from Uganda Police, then request Police to take and certify his/her fingerprints. After getting the fingerprints, the applicant should send them together with other requirements as listed in SECTION 6 to:

Head of National Central Bureau of INTERPOL, Kampala

Directorate of INTERPOL & International Relations

Plot 12 Mabua Road, Kololo

P.O.Box 34203, Kampala

Tel: +2564114500698

Fax +256414 500696

email: [interpol@upf.go.ug](mailto:interpol@upf.go.ug)

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#### **SECTION 5: URGENT CASES**

Certificates of good conduct are issued on the First Come First Serve Principle. Applicants who apply first get their certificates before those who apply after them. Therefore:

1. Urgent cases must be genuine and can only be sanctioned by the Director of INTERPOL & International Relations
2. Applicants with genuine urgent cases must present authentic supporting documents.
3. No middle men or agents will be accepted in the process. This is also to warn that any costs incurred by the applicant outside the prescribed ones will not be the responsibility of the Directorate of INTERPOL and International Relations.
3. Middlemen, Impostors or any other Dubious Characters will not influence the NCB's progress in any way ,shape or form and shall be arrested and prosecuted if they attempt to interfere with the process of screening applicants for Police Certificates of Good Conduct.

Anyone who wishes to make an inquiry should contact:

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Directorate of INTERPOL & International Relations

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P.O.Box 34203, Kampala

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#### **SECTION 6: APPLICANTS WHO LIVE OUTSIDE UGANDA**

##### **REQUIREMENTS:**

1. SIX months of stay in Uganda: A foreign national who lives outside Uganda and wishes to apply for a certificate of good conduct should have been a resident within Uganda for at least six months. Failure to have this requirement, his/her application will not be considered. The person will have to apply for the certificate from the previous country of residence or country of origin.
2. Fees 20 US\$ or equivalent per applicant living outside Uganda .
3. Two Passport size photographs
4. Photocopy of the National ID OR Photocopy of Passport (Bio-data page)
5. Finger prints taken and certified by the Police Institution of the country where the applicant is living.

##### **Mode of sending the items mentioned above (2-5)**

**OPTION A:** Send all items to a trusted person/friend in Uganda and give an introductory letter signed by yourself authorizing him/her to follow up the matter on your behalf (the applicant).

**OPTION B:** Send by DHL to the address given below all the above items plus a prepaid self-addressed courier bag from DHL to ensure safe delivery of Certificate of Good Conduct to you (the applicant).

**To:** The Head of National Central Bureau of INTERPOL, Kampala

Directorate of INTERPOL & International Relations

Plot 12 Mabua Road, Kololo

P.O.Box 34203, Kampala

Tel: +2564114500698

Fax +256414 500696; email: [interpol@upf.go.ug](mailto:interpol@upf.go.ug)