

**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:

No.	Item	Amount (UGX)
i.	Certificate of good conduct	50,000
ii.	Finger print screening	20,000
iii.	Bank Charges	3,450
	Sub-total paid in Bank	73,450
iv.	Certificate officer allowance	3,000
v.	Fingerprint officer allowance	3,000
	Subtotal paid at office	6,000
vi.	GRAND TOTAL	79,450 (UGX)

NOTE: All the payments above are made direct to any bank after the applicant has generated a payment slip on the Uganda Revenue Authority (URA) website.

2. TWO PASSPORT SIZE PHOTOGRAPHS
3. 3. PHOTOCOPY OF THE NATIONAL ID OR PHOTOCOPY OF PASSPORT (Bio data Page
4. All fingerprints in Uganda are taken electronically upon confirmation of the payment.

To those living abroad and are in need of a certificate of Good Conduct/ police clearance must visit gazetted police station in that Country of residence, their fingerprints taken and submitted to INTERPOL Kampala in their original form using a recognized courier service with a bio- data page of the passport copy, two passport photos.

To non- Ugandans, copies of Ugandan visa must be attached.

5. All applications of foreigners must be accompanied by a photocopy of the valid travel document and visa.

. CERTIFICATE OF GOOD CONDUCT REQUIREMENTS FOR THE FOREIGNERS

1. Background check from the country of origin or the Embassy / high commission.
2. Introduction letter from the Employer to the Director INTERPOL.
3. Passport copy –bio data page.
4. Work permit /certificate of residence/ special pass etc copies.
5. Two passport size photos 2x2.

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. All payments are made direct to any bank after a generating a payment slip on the URA website.
4. Once the payment has been made, the applicant enters the forensic room where the finger prints are captured electronically.
5. 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).
6. 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).

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.

SECTION 4: RENEWALS

1. A certificate of good conduct expires after 6 months from the date of issue. This therefore means that the applicant has two options;
 - a) If he / she has a white certificate code named police clearance certificate issued by the Directorate of Forensic service can submit it in its original form with a payment as in section 2 above to INTERPOL- Kampala for another Certificate of Good conduct processing.
 - b) Short of the above, the applicant is referred to section A, B and 6 for those staying abroad.
 - c) Option a) is equally relevant for those who stay outside Uganda.

SECTION 5: URGENT CASES.

Urgent cases are handled depending on the underlined reasons ranging from health, educational etc by the Director INTERPOL and International Relations.

Do not risk using middlemen or imposters in case such a need arises because they will cheat you.

SECTION 6: APPLICANTS WHO LIVE OUTSIDE UGANDA

REQUIREMENTS:

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. Those that have not stayed for this period are usually advised to avail a valid police clearance from their home Country before they are allowed to apply.

2. Fees 30 US\$ or equivalent per applicant living outside Uganda (30 US Dollars).
3. Two Passport size photographs
4. Photocopy of the National ID OR Photocopy of Passport (Bio-data page)
5. Finger prints taken are certified by the Police Institution of the country where the applicant is living and sent to INTERPOL – Kampala in their original form.

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 a recognized courier service to the address given below all the above items plus a prepaid self-addressed courier bag from the courier to ensure safe delivery of Certificate of Good Conduct back 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