



Consular Section  
Immigrant Visa Unit  
P.O. Box 218  
Suva, Fiji Islands.

### **POLICE CERTIFICATES**

All applicants who are 16 years old and older require a police certificate from their country of nationality or current residence if they have resided there for more than 6 months. They also require a police certificate from any other country they may have resided in for more than 12 months, unless the country is specifically excluded from this requirement by the U.S. Department of State.

#### **1. Residents of Fiji:**

Applicants who require a police clearance must complete the form at the end of these instructions and present it at the Central Police Station in Suva or if you reside outside of Suva, at the main police station in your town. The Fiji Police will forward the police certificates directly to the Embassy.

Police clearances must be requested at least 21 days before the interview. Please note that police clearances requested from police stations outside of Suva will take longer to process. Failure to request a police clearance in a timely manner will cause a delay in the approval and issuance of a visa.

Applicants must submit the form at the appropriate police station in person with their passports, a copy of their birth certificate and the relevant fees so that their fingerprints can be taken. Fees charged by the Police Department are to be paid by the applicant requesting the clearance.

**PLEASE NOTE:** Any fees charged by the police authorities for police clearances are to be paid by the applicant.

**VALIDITY:** ALL POLICE CLEARANCES ARE VALID FOR ONE YEAR AND MUST BE RE-DONE ONCE THEY HAVE EXPIRED.

## **2. Residents of French Polynesia, Kiribati, Nauru, New Caledonia, Tonga, Tuvalu:**

Police clearances may be obtained through application from the Commissioner of Police in the country or territory concerned.

Applicants must submit their passports, a copy of their birth certificate and/or marriage certificate and the relevant fees and have their fingerprints taken by the Police Department processing their clearance request. Fees charged by the Police Department are to be paid by the applicant requesting the clearance.

**Applicants in Tonga must also include a prepaid envelope for International Mail with their Police Clearance application. The processed police clearance must be sent by the Office of the Police Commissioner in Tonga directly to the Embassy.**

**PLEASE NOTE:** Any fees charged by the police authorities for police clearances are to be paid by the applicant.

**VALIDITY:** ALL POLICE CLEARANCES ARE VALID FOR ONE YEAR AND MUST BE RE-DONE ONCE THEY HAVE EXPIRED.

## **3. Instructions for Obtaining Australian Police Clearance**

When applying for a police certificate from outside Australia, fees should be made payable to the appropriate federal or state police headquarters in the form of an international bank check in Australian dollars only.

Applicants must go to a local police station in their country of residence, acquire a certified fingerprint form, and send this with an official request to:

**City Police Station  
London Circuit  
Canberra, Act 2601**

Applicants who live overseas should refer requests to the Australian Federal Police using the forms on the AFP website [www.afp.gov.au](http://www.afp.gov.au) or via e-mail at [vetting@afp.gov.au](mailto:vetting@afp.gov.au).

**PLEASE NOTE:** Any fees charged by the police authorities for police clearances are to be paid by the applicant.

**VALIDITY:** ALL POLICE CLEARANCES ARE VALID FOR ONE YEAR AND MUST BE RE-DONE ONCE THEY HAVE EXPIRED.

#### 4. Instructions for Obtaining New Zealand Police Clearance

The applicant must go through the Ministry of Justice to obtain a Police clearance or copy of his/her police record. The applicant should request the "Criminal Conviction Report" in writing or apply online by completing form "Priv/F1." As well as providing full personal details the applicant must provide a photocopy of identification, preferably a Passport, AND request a FULL RECORD OF CONVICTIONS by checking the box under this section.

NOTE: the Clean Slate Act proviso does NOT apply to U.S. immigration law for persons wishing to travel to the United States.

- Applicants who mail their request must send it to:

Criminal Records Unit  
Ministry of Justice  
SX 10161  
Wellington, New Zealand

- Applicants who wish to submit their request online should go to [criminalrecord@justice.govt.nz](mailto:criminalrecord@justice.govt.nz)

It takes approximately twenty working days from receipt of request for the Ministry of Justice to issue a report.

VALIDITY: ALL POLICE CLEARANCES ARE VALID FOR ONE YEAR AND MUST BE RE-DONE ONCE THEY HAVE EXPIRED.



*Embassy of the United States of America*

*P. O. Box 218  
158 Princess Road, Tamavua  
Suva, Fiji.*

Case Number: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

**YOU MUST SUBMIT YOUR PASSPORT WITH THIS FORM**

Criminal Records Office  
Fiji Police  
Police Headquarters  
Suva

Sir:

I would appreciate it if you could inform the Embassy as to whether or not your office possess any security or criminal record on the following named person who has applied for a visa to enter the United States.

Full Name (aliases, if any):

Date of Birth:                      Place of Birth:                      Male[ ] Female[ ]

Height:                              Colour of Eyes:                      Colour of Hair:

Passport No:                      Date of Issuance:                      Place of Issuance:

Present Residential Address:

Present Business Address:

Last Residential Address in Fiji:

Last Business Address in Fiji:

Father's Name:

Mother's Name:

Spouse's Name:

Space is provided below for your convenience in furnishing the required information. If applicable, the details of any record may be entered on the reverse.

Your cooperation and assistance in this matter is greatly appreciated.

Embassy of the United States of America  
Suva, Fiji