

Police Clearance Certificates – Information Sheet

This document provides guidance on how to obtain Police Clearance Certificates from a number of different countries.

An applicant who has lived outside the island of Ireland (Republic of Ireland and Northern Ireland) as an adult, i.e. while 18 years of age or over, must provide Bus Éireann with a police clearance certificate from **each of the countries** in which they previously resided. Each police clearance certificate must be dated **after** the date the applicant finally left each country.

Police Clearance Certificates are a mandatory part of the Bus Éireann vetting process to carry out work with children and/or vulnerable adults.

Police Clearance Certificates may be known under different names in each country such as an *International Child Protection Certificate* or an *Enhanced Disclosure*.

Bus Éireann will reject or cancel applications that do not include the correct Police Clearance Certificate(s).

Please note: Bus Éireann will not accept Basic Disclosures or Disclosures for Visa Purposes.

Obtaining police clearance from other countries is the responsibility of the applicant and no cost will be incurred by Bus Éireann.

Where a Police Clearance Certificate is not in the English language the applicant must also provide a certified translation.

In some instances, the applicant may be required to provide fingerprints to obtain a Police Clearance Certificate.

For more information on obtaining a Police Clearance Certificate an applicant may find it helpful to contact the Embassy of each country they previously resided in.

The majority of Police Clearance Certificates can be obtained online, and the below websites may be of assistance to applicants. (Please note that the below information is subject to change).

Australia: Australian Federal Police – Complete Disclosure Required – Please select Purpose of Check – 28 or 33

Website: <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks#national-police-certificates>

Canada: Certified Criminal Record Check

Website: <https://www.rcmp-grc.gc.ca/en/criminal-record-checks>

Email: ccrtis-scictr@rcmp-grc.gc.ca

France: Bulletin n°3 (Extrait du Casier Judiciaire Bulletin n° 3)

Website: <https://casier-judiciaire.justice.gouv.fr/>

Germany: Federal Office of Justice

Website: www.bundesjustizamt.de

Latvia: Information Centre of the Ministry of the Interior

Website: <https://www.ic.iem.gov.lv/en/services/statement-criminal-register-regarding-criminal-records-person-administrative-penalties-applied-administrative-penalties-applied-legal-persons-and-coercive-measures>

Moldova: Criminal Record Check (Cazier Judiciar)

Website: <https://servicii.gov.md/ro>

Poland: The Minister of Justice

Website: www.ms.gov.pl/en/national-registers/national-criminal-register/

Romania: Criminal Records Certificate (Certificat de Cazier Judiciar)

Website: <https://www.politiaromana.ro/>

South Africa: South African Police Service (SAPS)

Website: https://www.saps.gov.za/services/applying_clearance_certificate.php

Spain: Ministry of Justice

Website: <https://www.mjusticia.gob.es/en/ciudadania/tramites/certificado-antecedentes>

Turkey: Judicial Record Certificate (Adli Sicil Kaydı or Sabıka Kaydı)

Website: <https://www.turkiye.gov.tr/adalet-hizmetleri>

New Zealand: New Zealand Ministry of Justice

Website: <https://www.justice.govt.nz/criminal-records/>

United Arab Emirates: Dubai Police

Website:

<https://www.dubaipolice.gov.ae/wps/portal/home/services/individualservices/goodconductcertificate?firstView=true>

United Kingdom: ACRO Criminal Records Office – International Child Protection Certificate (ICPC) from ACRO is the only acceptable form of UK Police Clearance. The Police Clearance (UK) for visa and immigration purposes is not acceptable.

Website: <https://www.acro.police.uk/s/acro-services/icp-certificates>

Email: icpcapplication@acro.police.uk

United States of America: Federal Bureau of Investigation – FBI Clearance is the only acceptable form of USA clearance. Individual US state clearance (e.g. New York State Clearance) is not acceptable.

Website: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Bus Éireann can issue a letter of assistance to an applicant should a Police Clearance issuing authority require it.

If you have not resided outside of the island of Ireland since the relevant Police Clearance Certificate was issued and the requirements of the issuing authority or Bus Éireann requirements have not changed, then your initial Police Clearance Certificate(s) may still be acceptable.

Where an applicant is unable to submit more than one Police Clearance Certificate as part of their vetting application, the subsequent Police Clearance Certificate can be sent via email:

BEGardaVetting@buseireann.ie