

Guidance Notes for Submitting Requests & Documentation

The Bermuda Police Service (BPS) will only accept applications for Police Record Checks under the following circumstances:

Step 1 – Payment of \$100 Application Fee

1. Payment of the application fee must be made at the Government Cashiers beforehand (Ground Floor, Government Administration Building, Parliament Street, Hamilton). A voucher receipt will be issued - the pink carbon copy is submitted with the corresponding application paperwork as proof of payment.

OVERSEAS APPLICANTS - PAYMENT INSTRUCTIONS

Effective 1 April 2016, the Bermuda Police Service NO LONGER accepts foreign cheques. Local cheques from HSBC, Butterfield Bank and Clarien Bank are acceptable (USD and BMD only).

Persons making payments from overseas must pay by wire USD or BMD in the name of the Accountant General to HSBC as follows:

US Dollar account number 010-221125-511

or

Bermuda Dollar account number 010-221125-001

When making payment by wire, the customer must confirm to **Group-Finance@bps.bm** the following:

- Name of Applicant
- Amount of the payment
- Date of the payment
- Payment / transaction number (if any)

BPS Finance Department will liaise with the Accountant General's office to confirm receipt of payment. Payment is not deemed received until the Accountant General confirms receipt.

Below is the bank, address and SWIFT code, if needed:

HSBC Bank Bermuda Limited
Harbourview Centre
37 Front Street
Hamilton HM 11, Bermuda

SWIFT CODE: BBDA BMHM

Applications will not be processed unless the above payment instructions are satisfied.

Step 2 – Complete Application Form

1. Complete all applicable fields on the Bermuda Police Service Records Check Form SF39.
2. Application form must be signed by the applicant.

Police Records Check and Release Form (SF39)

Step 3 – Information & Consent for Disclosure (Spent Convictions & U.S. Consulate Applications)

1. Under the *Rehabilitation of Offenders Act 1977 (Bermuda)*, certain convictions may be deemed “spent” and are generally not disclosed for most domestic purposes.
2. For U.S. Consulate applications, U.S. federal requirements mandate the disclosure of all convictions, including those considered spent under Bermuda law. Accordingly, when an applicant requests a police records check for a U.S. visa, the BPS will disclose both unspent and spent convictions to the U.S. Consulate.
3. The BPS may transmit this information in hard copy or via secure electronic means, and will do so in a manner consistent with confidentiality, integrity, and security obligations.
4. Information disclosed will be used solely for the stated purpose of assessing suitability for visa processing.
5. Applicants are required to carefully review the Consent and Declaration section of the SF39 form, as their signature authorises these disclosures.
6. Applicants with questions about the disclosure of spent convictions or the consent process are encouraged to contact the BPS Records Office prior to submission.

Step 4 – Submission of Form Process

1. The applicant must supply the following certified copies at the time of submission:
 - a) Certified copy of a valid passport.
 - b) If applicant has no passport, then a ‘certified’ copy of the BIRTH CERTIFICATE with photo identification (i.e. valid driver’s license, government federal or state ID, Special Persons card etc.).
 - c) Only clear and legible certified copies of Photo ID and documents are acceptable.
 - d) The following persons may authorize and endorse a photo ID or other vital documents:
 - i. Attorney or Notary Public
 - ii. Police Officer / Police Station Duty Officer
 - iii. Court Officer
 - Certificate should read, “***I certify that this is a true copy of the original document.***”
 - The certifying person must date, print their name and sign it.
2. All uncollected documents will be destroyed after twelve (12) months from the date of submission.
3. **For US Consulate applicants only:** Please provide a copy of your NIV appointment confirmation (Appointment confirmation system).

Step 5 – Local Submissions (if applicable)

If in Bermuda, forms must only be submitted to:

Police Vetting Section / CRO: Dame Lois Browne-Evans Building
58 Court Street, Hamilton

Postal address: Bermuda Police Service
Attention: Vetting Coordinator
P.O. Box HM 530
Hamilton, HM CX
Bermuda



SF39 - Police Records Check and Release Form Guidance Notes | All clearance certificates issued in accordance with the Rehabilitation Offenders Act 1977