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**EMBASSY OF THE REPUBLIC OF
KENYA**
Markgrafenstr. 63
10969 Berlin

**CHECKLIST FOR POLICE CLEARANCE CERTIFICATE FOR FOREIGNERS WHO
HAVE LIVED IN KENYA**

IMPORTANT: This document has to be submitted along with your application, to confirm that you have read and provided all of the necessary documents. This is a mandatory requirement. Failure to adhere to these requirements will lead to your application being rejected. Do not staple the documents.

Note: Payment of the fee does not guarantee that a Police Clearance Certificate will be issued. Processing may take more than 3 months.

1. **Two (2)** copies of the application form for the Police Clearance Certificate
2. The applicants complete set of rolled and plain fingerprints on form C.24 attached below to be taken by a Police Authority in Germany or in the country of residence at the time of application. Photocopies are not acceptable.
3. **Certified copy** of all the pages of the current passport together with documents supporting the previous stay in Kenya.
4. The police authority taking fingerprints must confirm the identity of the applicant **as stated on the current passport** and endorse an official signature, stamp and seal.
5. An official letter from the applicant explaining the need for the certificate **(in English)**.
6. A non-refundable fee of **€38.00** for each certificate payable only by bank transfer (**Embassy of the Republic of Kenya, IBAN: DE63100400000266014004**) or EC-Debit card at the Embassy. Cash payments will not be accepted. **Overpaid amounts will not be refunded.** Enclose a copy of the bank transfer slip together with the application.
7. A self-addressed, stamped **A4 envelope** (bearing 1.45 Euros worth of stamps) for postage purposes and a **DHL EXPRESSEASY PREPAID NATIONAL™** envelope and a **EXPRESSEASY PREPAID NATIONAL ZUSATZMARKE** from the post office and enter the name, address and phone number of the recipient under "Empfänger" for sending the certificate.

I hereby confirm that I have complied with all of the above stated requirements and I am fully aware that my application will be rejected for failure to comply with the above requirements.

Applicants Name *Full Address*

Applicant Signature/Date *Telephone* *Email*

THE CONSULAR SECTION

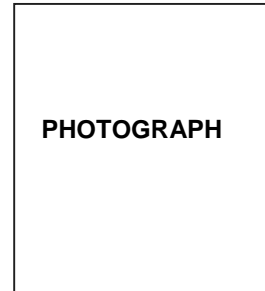
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EMBASSY OF THE REPUBLIC OF
KENYA
Markgrafenstr. 63
10969 Berlin
GERMANY

**APPLICATION FOR CERTIFICATE OF POLICE
CLEARANCE**

(To Be Completed In Block Letters)



FULL NAMES:.....
MAIDEN NAMES:.....
NATIONALITY:.....
COUNTRY AND PLACE OF BIRTH:.....
.....
DATE OF BIRTH:.....
EDUCATION:.....
MARITAL STATUS:.....
PASSPORT N°:.....
DATES OF RESIDENCE IN KENYA:.....
ADDRESS WHEN IN KENYA:.....
PRESENT ADDRESS:.....
PRESENT EMPLOYMENT:.....
FATHER'S NAME, ADDRESS AND OCCUPATION:.....
.....
CERTIFICATE REQUIRED FOR:.....

Signature.....

Date.....

NB: Payment of the fee does not guarantee that a Police Clearance Certificate will be issued.

ELIMINATION FINGER-AND PALM-PRINTS FORM

C. 24

FULL NAME -----
 (vollständige Name)

C.I.D. F.P. N° ----- Offence ----- C.R. N° ----- Date of Offence -----

RIGHT HAND
 (Rechte Hand)

THUMB (Daum)	FOREFINGER (Zeigefinger)	MIDDLE FINGER (Mittelfinger)	RING FINGER (Ringfinger)	LITTLE FINGER (kleiner Finger)

Fold -----

LEFT HAND
 (Linke Hand)

THUMB (Daum)	FOREFINGER (Zeigefinger)	MIDDLE FINGER (Mittelfinger)	RING FINGER (Ringfinger)	LITTLE FINGER (kleiner Finger)

Finger-prints taken by-----
 (Fingerabdrücke abgenommen von)

Rank----- **Date** ----/----/-----
 (Dienstgrad) (Datum)

Police Station-----
 (Polizeiinspektion)

RIGHT PALM

(Rechte Handfläche)

LEFT PALM

(Linke Handfläche)