



CSP Supplement Note: 1 Rev 2 13-11-18

Subject- Police Clearance

This is a standard requirement of the CSP (See CSP Appendix 4)

1. A standard Police Clearance Certificate is currently an accurate way to determine if a person has a criminal record. It has thus become standard practice to use this to check the suitability of potential employees/volunteers. (It is currently more effective than the National Child Protection Register – Part B)
2. It is emphasised that a police clearance contains confidential information. Clearances are submitted to the parish priest only and are only for his information.
3. **Different forms of police clearance:** Whereas the CSP does call for a Police Clearance Certificate, there are other forms of police clearance that are equally effective if not more so in checking a persons record:

3.1. Standard Police Clearance Certificate

- 3.1.1. Requires ink fingerprinting at a police station
- 3.1.2. Identity card/book/passport is required
- 3.1.3. SAPS will get the documents to Pretoria (South African Criminal Record Centre - SACRC) and back (this is a new process)
- 3.1.4. The current cost is R114 (Nov 2018)
- 3.1.5. The process takes between 6 to 8 weeks
- 3.1.6. When the police station receives the response from Pretoria they send an SMS to the applicant to pick up the certificate
- 3.1.7. The person then submits the document to the parish priests for noting and filing in the CSP Confidential File

3.2. Police Name Clearance

- 3.2.1. A standard Police Clearance Certificate contains a record of criminal guilt. The Police Name Clearance provides a record of criminal guilt and any pending criminal cases. This makes it more effective than the standard Certificate
- 3.2.2. Requires ink fingerprinting at a police station
- 3.2.3. Identity card/book/passport is required
- 3.2.4. SAPS scans the fingerprints locally and transmits them to Pretoria (SACRC) for processing
- 3.2.5. The current cost is R56 (Nov 2018)
- 3.2.6. The process takes about 3 weeks
- 3.2.7. When the police station receives the response they send an SMS to the applicant to pick up the certificate
- 3.2.8. The person then submits the document to the parish priests for noting and filing in the CSP Confidential File

3.3. Digital Clearance

- 3.3.1. This process is undertaken by a private company, NEVETEC
 - 3.3.2. The submission of data follows the same process as the Police Name Clearance process
 - 3.3.3. The company will come to the parish to process groups of applicants
 - 3.3.4. Identity card/book/passport is required
 - 3.3.5. A digital scan is done of the applicant's fingerprints
 - 3.3.6. These are transmitted to Pretoria (SACRC) for processing
 - 3.3.7. The current cost is approximately R220 per group plus R140 per person
 - 3.3.8. The results are received within 48 hours for clear records. Records for a person with a criminal record will take up to 8 weeks.
 - 3.3.9. NEVETEC emails the reports to the email address provided by the parish. It is emphasised that this must only be seen by the parish priest.
 - 3.3.10. It is recommended that the record gets printed out and filed in the CSP Confidential File.
 - 3.3.11. Nevetec retains copies these records
- 3.4. Nevetec contact: Steven Johnson 076 6292924 and Head Office 021 9115011
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