



CSP Supplement Note: 1 Rev 4 07-09-2023

Subject- Police Clearance

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

1. Police Clearance continues to be the most 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 remains 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 an actual hardcopy Police Clearance Certificate, there are other forms of police clearance that are equally effective if not more so in checking a person's 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 no longer sends the documents to Pretoria (South African Criminal Record Centre - SACRC). The applicant must courier it there. SAPS does send the Certificate back to the address specified or a courier can be designated to pick it up.
- 3.1.4. The current cost is R170 (July 2023)
- 3.1.5. The process takes between 8 to 12 weeks claimed – expect longer
- 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. Finger Print Clearance - **This version is preferable** (previously called Police Name Clearance)

- 3.2.1. Finger Print Clearance examines the same database as the standard Police Clearance Certificate. The Clearance will indicate if there are any previous convictions or any current awaiting trial matters. It is cheaper and quicker and is hence a better option.
- 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 R80 (July 2023)
- 3.2.6. The process takes about 5 to 6 weeks
- 3.2.7. When the police station receives the response they send an SMS to the applicant to pick up the printout
- 3.2.8. The person then submits the document to the parish priests for noting and filing in the CSP Confidential File

3.2.9. **NB:** If the person has been convicted or is awaiting trial the document will have more than one page. It is important to check that there is no sign of the additional pages being altered.

3.3. Digital Clearance – Useful for large groups being processed simultaneously

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. The fingerprints are compared with SAPS's data base of all known convicted or awaiting trial persons

3.3.7. The current cost is about of R250 per group plus about R160 per person (7-09-23)

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. The record should be 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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