

## INFORMATION FOR OVERSEAS APPLICANTS

### RE: POLICE CLEARANCE/RECORDS

- (1) **A cop of your Passport.** 9Page with picture, passport number, name etc.)
- (2) **Copy of your most current work permit** that was stamped in your passport while working in the Cayman Islands. (Note: if the passport that the work permit is stamped in has been cancelled; you will need to send a copy of the cancelled passport along with a copy of the new passport).
- (3) **A completed application form** (which is attached) or can be downloaded from our website [www.rcips.ky](http://www.rcips.ky)
- (4) **A Bank Draft made payable** to the **Cayman Islands Government** in the amount of **US\$36.35** (per person).

The documents can be sent via mail or preferred courier service. If the documents are to be returned via the same courier service, please send the package prepaid; if not, it will be sent by registered mail.

**Please note that all copied documents must be notarized by either a Justice of the Peace, Notary Public, Attorney-at-Law or Minister of Religion.**

A response to an application will be returned within 5 – 7 working days following receipt. Our office is opened Mondays to Fridays and closed on all locally recognized Public Holidays.

Mailing Address: Criminal Records Office  
Royal Cayman Islands Police Service  
P.O. Box 909  
Grand Cayman KY-1103  
CAYMAN ISLANDS

Physical Address: Criminal Records Office  
Royal Cayman Islands Police Service  
461, Unit 7 Windjammer Plaza  
Walkers Road  
George Town  
Grand Cayman, Cayman Islands