



012-4360900

SAOU

DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

PROFESIONELE ONTWIKKELINGSDIENS (POD)
PROFESSIONAL DEVELOPMENT SERVICE (PDS)

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SERVING INCLUSIVE, PUBLIC AND INDEPENDENT SCHOOLS | DIEN INKLUSIEWE, OPENBARE EN ONAFHANKLIKE SKOLE

Nuusbrief 29/2018

26 November 2018

POLISIEKLARING – SARO

Met ingang van 1 Januarie 2019 sal alle opvoeders wat by SARO wil registreer (nuwe registrasies of her-registrasies) 'n polisieklaring, nie ouer as ses maande, moet indien as deel van die aansoek om registrasie by SARO. Indien u slegs 'n verlore sertifikaat wil vervang en steeds by SARO geregistreer is, sal dit nie nodig wees nie. Die klaringertifikaat is slegs verpligtend ten opsigte van nuwe registrasies.

'n Polisieklaringertifikaat is 'n amptelike dokument waarin aangedui word of daar enige kriminele oortredings teen enige persoon aangeteken is. Die uitreiking van 'n polisieklaringertifikaat is die uitsluitlike verantwoordelikheid van die SAPD se Strafrekord- en Misdaadtoneelbestuur (CR & CSM).

1. Proses:

- Besoek jou naaste polisiestasie waar jy vra om aansoek te doen vir 'n polisieklaring. Daar sal 'n volledige stel vingerafdrukke geneem word en op 'n SAPS 91 (a) vorm voorsien word. Die volgende inligting is nodig om die vorm te voltooi:
 - Volle name en van
 - Geboortedatum
 - Plek van geboorte
 - Identiteitsnommer
 - Kontaknommer (selfoon)
- Handig saam jou aansoek in: 'n afskrif van jou ID-dokument of paspoort en bewys van betaling.
- Onthou om jou ID-dokument saam te neem om jou identiteit te bevestig.
- Die applikant moet 'n volledige stel vingerafdrukke op 'n SAPS 91 (a) vorm voorsien. Die vingerafdrukke sal by die polisiestasie geneem word en tesame met die voltooide vorm, afskrif van ID en bewys van betaling aan die SAPD se Strafrekord- en Misdaadtoneelbestuur (CR & CSM) in Pretoria gestuur word.
- Suid-Afrikaners wat nie tans in Suid-Afrika woon nie, mag by enige polisiestasie in die land waar u tans woon of by die Suid-Afrikaanse Ambassade aansoek doen. Die aansoek moet vergesel word van 'n volledige stel vingerafdrukke, 'n gesertifiseerde afskrif van ID-dokument of paspoort en, indien van toepassing, 'n bewys van nooiens- of ander van.
- Indien 'n applikant 'n selfoonnommer (SA alleenlik) voorsien op die aansoek om polisieklaring, sal u deur middel van 'n sms in kennis gestel word wanneer die aansoek ontvang is en die verwysingsnommer wat aan dié applikant toegewys is. By voltooiing van die aansoek sal 'n opvolg sms gestuur word.
- Die verwysingsnommer kan dan gebruik word om die vordering van die aansoek te monitor op die SAPS se webwerf (<https://www.saps.gov.za/services/certificate.php>).
- Die polisieklaringertifikaat sal teruggestuur word aan die polisiestasie waar die aansoek ingedien is. Die applikant moet dit dan self afhaal by die polisiestasie waar die oorspronklike ID-dokument getoon moet word as bewys van indentifikasie.



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2. Koste: R114-00

Besoek die SAPS webwerf vir meer inligting oor hoe om te betaal.

https://www.saps.gov.za/services/applying_clearance_certificate.php

Dienslewering:

Die gemiddelde tyd wat dit neem om hierdie diens te lewer, is ongeveer 15 dae vanaf die dag wat die voltooide aansoek deur die CR&CSM ontvang is.

Vir meer inligting besoek die volgende webwerf:

https://www.saps.gov.za/services/applying_clearance_certificate.php

Daar is ook die volgende maatskappy wat teen 'n fooi die aansoek namens u hanteer (hierdie opsie word baie keer gevolg deur opvoeders wat tans in die buiteland is)

- Visa Logistics: <http://www.visalogistics.co.za/police-clearance-certificates/>
- Doc Assist: <http://www.docassist.co.za/police-clearances/>



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Newsletter 29/2018

26 November 2018

POLICE CLEARANCE – SACE

With effect from 1 January 2019, all applicants seeking SACE Registration, inclusive of SACE Registration Updates and Extensions, irrespective of country of origin, must submit an original Police Clearance Certificate from the South African Police Services (SAPS), not older than six months. Should you only wish to replace a lost certificate and you are still registered with SACE, this clearance will not be required. The police clearance certificate is required only for new registrations and re-registrations.

A police clearance certificate is an official document stating whether or not any criminal convictions have been recorded against any person. The issuing of a police clearance certificate is the sole responsibility of the SAPS Criminal Record and Crime Scene Management (CR & CSM).

1. Process:

- The applicant must provide a full set of his/her fingerprints on a SAPS 91 (a) form. The fingerprints will be taken at the nearest police station.
- The following information must be recorded on the fingerprint form:
 - Applicant's full name and surname,
 - Date of birth,
 - Place of birth and
 - Identity number (if applicable) and
 - South African mobile number
- A copy of the applicant's identity document/passport and proof of payment must accompany the application. The applicant must present their identity document at the police station, as proof of identity. This is required.
- All the documents will be sent to the SAPS Criminal Record and Crime Scene Management (CR & CSM) in Pretoria by the police station.
- South African citizens living outside the RSA, may apply at any police station in the country in which they are living or at the South African Embassy. The application must be accompanied by a completed set of fingerprints, a certified copy of the applicant's identity document or passport and if applicable, documentary proof of maiden or other surname.
- If the applicant provides his/her cell number (currently only in South Africa) on the application for a police clearance certificate, he/she will be provided with an sms indicating that the application was received and the reference number that was allocated to his/her certificate. A follow-up sms will be sent upon completion of the application.
- By using the reference number provided, the applicant can establish the progress on the status of the application by enquiring on the SAPS's website (<https://www.saps.gov.za/services/certificate.php>).

The completed police clearance certificate will be sent back to the local police station where the application was submitted. The applicant can collect it from the local police



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station. Upon collection of the police clearance certificate, the applicant must present the original identity document or passport as confirmation of their identify

2. Cost: R114-00

Visit the SAPS website for more information on how to make payment:

https://www.saps.gov.za/services/applying_clearance_certificate.php

Service standard:

The average time to render this service, will be approximately 15 working days from the day that the completed application is received at Criminal Record and Crime Scene Management until the clearance certificate is issued.

Visit the SAPS website for more information:

https://www.saps.gov.za/services/applying_clearance_certificate.php

The following companies can be used to apply on your behalf (an option often followed by educators who are currently abroad):

- Visa Logistics: <http://www.visalogistics.co.za/police-clearance-certificates/>
- Doc Assist: <http://www.docassist.co.za/police-clearances/>