

JANUARY 2013

**GUIDANCE NOTES**

Applications for Police Criminal checks are processed in two parts. One part is processed at Scotland Yard (close to Victoria Station) and the second part is processed at (Alagbon Close - Ikoyi) in Nigeria.

The two letters that are necessary for the processing of your certificate of good conduct are hereby enclosed.

You are required to call Scotland Yard (Finger Print Bureau), to book an appointment to have your finger print record taken. This is on an appointment basis only. Bookings should be made by telephone on 020 7230 2099. The line is open between 8.30am and 12noon and their office are open from 1.00pm to 3.00pm, Monday to Friday, (Excluding Wednesdays). The original copy of your finger print should be attached to the letter to Alagbon Close - Ikoyi, Lagos Nigeria.

Applicants should always telephone for appointment first as there is little chance that those without appointments would be seen at Scotland Yard.

We envisage that the processing of your documents from Nigeria should not be too long; but if there is someone in Nigeria to personally assist you, e.g. your relations or friends to take the letter personally to the office at Alagbon Close, Ikoyi Nigeria for you, this process could be shortened by a few days, should you wish to take this route, you could send the letter to them, please provide the bearer with a letter of authorisation to act on your behalf. May we inform the customers that there will be a service charge at the office where they will check the records of individual person.

For fast and safe transaction, you may wish to send your letter to Nigeria by DHL Courier, or any other fast Courier to your own relation to take your documents to Ikoyi for processing for you.

NIGERIA HIGH COMMISSION  
CONSULAR & WELFARE SECTION  
LONDON



**NIGERIA HIGH COMMISSION**  
(CONSULAR & EDUCATION SECTION)  
9 NORTHUMBERLAND AVENUE  
LONDON WC2N 5BX

Telephone 0207-839-1244

**Requirement for Police criminal Check (From Nigeria)**

In order to process your application, we will require that you present to us either by post (through registered mail and self addressed registered envelop) or in person, the following documents:

- 3 copies of your Nigerian passport with detailed data
- 3 copies of the pages containing your current visa
- 3 passport sized photographs
- 3 copies of the data form (filled)
- Payment of £15.00 in postal order for the document, and £30 processing fee also in postal order payable to the Nigeria High commission

We will process these documents upon receipt, and issue the applicant with two introduction letters, one to Scotland Yard for their fingerprint to be taken and the second one for the applicant to send to Alagbon, Lagos for Criminal Check Certificate to be issued by the Nigeria Police after they confirm the suitability of the applicant.



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(CONSULAR & EDUCATION SECTION)  
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Telephone 0207-839-1244

**APPLICATION FOR CERTIFICATE OF GOOD CONDUCT**  
**BIOGRAPHIC DETAILS**

FULL NAME:.....

MAIDEN NAME:.....

ADDRESS:.....  
.....

TEL. NO:.....

NATIONALITY:.....

COUNTRY & PLACE OF BIRTH:.....

DATE OF BIRTH:.....

EDUCATION STATUS:.....

MARITAL STATUS:.....

PASSPORT NUMBER: .....

DATE LAST RESIDENT IN NIGERIA:.....

ADDRESS WHEN IN NIGERIA IN FULL:.....

PRESENT EMPLOYMENT:.....

FATHER'S NAME, ADDRESS & OCCUPATION:.....  
.....

CERTIFICATE REQUIRED FOR:.....

SIGNATURE:.....DATE:.....