



**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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**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:.....

## **STEPS TO TAKE AFTER RECEIVING THE INTRODUCTION LETTERS FOR THE APPLICATION FOR CERTIFICATE OF GOOD CONDUCT**

Following receipt of the two letters issued to you, these are the steps you need to take:

### **STEP 1**

Contact Metropolitan Police, Forensic Science Laboratory, 109 Lambeth Road London, SE1 7LP or check Google for Finger Print Bureaus around your post code (if you don't live close to London) to arrange for your finger print to be taken at the presentation of the first letter addressed to Metropolitan Police.

### **STEP 2**

Attach the Finger Print Report and Receipt received from Metropolitan Police or the Finger Print Bureau to the second letter addressed to Nigeria Police Force Headquarters, then send it to the Nigeria Police in Ikoyi for the Criminal check. If suitable, a Certificate of Good Conduct will be issued.

### **STEP 3**

Send the Certificate of Good Conduct to the Legal Department at the Ministry of Foreign Affairs, Abuja for Authentication.

### **STEP 4**

Bring or send back (using a special delivery envelope) the authenticated Certificate of Good Conduct, together with an application to the Consular Section, Nigeria High Commission, Northumberland Avenue, London for final authentication.

### **STEP 5**

Attached £60.00 postal order made payable to Nigeria High Commission. Please write your name and phone number on the reverse side of the postal order and also include a self-addressed special delivery envelope for the certificate to be posted to you).

Please contact us for further clarification between 2:30pm if need be/necessary.

**Tel:0207 556 8110**

**Email:consular@nigeriahc.org.uk**

Kind Regards