

Chile Criminal Records (National) – Applicant Instructions

Updated Jan 10th, 2025

Purpose

This form will guide the applicant through the Chile criminal history search process as well as indicate the requirements to complete the search. A Letter of Authorization is required to provide consent for authorized personnel to obtain the certificate from the Ministry of Interior on behalf of the applicant. If the Applicant does not have a RUN, the criminal record request cannot be conducted.

Related Forms

- CL – Criminal Authorization Form (Letter of Authorization)

Required Information

- Complete Name including Maiden and All Alias Names
- Date of Birth
- Shipping Company and Tracking Number (Once the candidate has shipped the documents)
- CL – Criminal Authorization Form ○ Form must be notarized and original document, signed in black or blue ink sent via postal mail to in country fulfillment team.
- Clear, color copy of government ID card:
 - For citizens:
 - ☐ Valid Chilean ID card or Chilean passport which was used at the Notary for the document's authentication.
 - For foreigners:
 - ☐ Valid foreign Passport or Chilean residence permit which was used at the Notary for the document's authentication.
 - ☐ Valid Chilean RUT/RUN (Rol Único Nacional) must be provided otherwise the certificate cannot be requested.



Criminal Authorization Form Instructions

1. Complete the Letter of Authorization; this can be done electronically or in legible handwriting. The signature cannot be signed electronically and must be signed in blue ink. Use the below sample letter of authorization to assist in completing form.

MANDATO PARA GESTIONAR CERTIFICADO DE ANTECEDENTES PENALES / MANDATE TO REQUEST AND COLLECT CRIMINAL RECORDS CERTIFICATE	
Yo, el abajo firmante (<i>I, the subject of inquiry</i>) _____ Full name as listed on ID document <small>(Nombre completo: nombre de pila, segundo nombre, apellidos, segundo apellido, tal como aparece en el documento de identidad proporcionado / Full name, forname and middle name, surname, second surname, as indicated on the provided ID document)</small>	
Detentor del (los) documento (s) (holder of document(s)) _____ RUN Number (Required)	
<input type="checkbox"/> Identificación Chilena / Chilean ID number (RUN) _____	
<input type="checkbox"/> Pasaporte / Passport (opcional/optional) _____ Passport Number _____	
AUTORIZO A	HEREBY AUTHORIZE
La Sra. Any Romero, con RUN 25385470-7, para solicitar y recibir una copia de mi Certificado de antecedentes para fines particulares emitido por el Servicio de Registro Civil e Identificación (SRCel).	Mrs. Any Romero, with ID Number (RUN) 25385470-7, to request and collect my Criminal Records Certificate for individual purposes at the Civil Registry and Identification Service.
Trámite que se efectúa por razones de empleo acuerdo con lo establecido en la ley.	Request that is handled for employment purposes as stipulated in the applicable laws.
Este Mandato es válido hasta su retiro explícito o hasta la recepción del certificado de referencia.	This Mandate is valid until its explicit withdrawal or until the receipt of the certificate.
En testimonio de lo cual por medio de la presente otorgo mi autorización.	In witness thereof, I hereby give my authorization.
Fecha (Date): _____ / _____ / _____ Date of signature <small>(DD/MM/AAAA / DD/MM/YYYY)</small>	
Signature – in blue ink	
Firma (Signature): _____ <small>(Firma manual, idéntica a la que aparece en el documento de identidad suministrado/ Wet signature identical to the signature on the ID Document provided)</small>	

2. The Letter of Authorization must be notarized.



- a. If the Notary is in Chile, the applicant should use their Chilean ID as identification. If applicant's Chilean ID is expired, the applicant can proceed to authenticate the Letter of Authorization with their passport or any other document (if accepted by the Notary).
- b. If the Notary is in any country other than Chile, the applicant can use their passport, or any document accepted by the Notary for the authentication. In this scenario, the Letter of Authorization must be apostilled. In case the Notary's seal and/or Apostille are in a language other than Spanish, it must be translated by a certified translator.
- c. An electronic notarial signature from Chilean authorities is also acceptable for the Specific Authorization Form. You can upload the electronically notarized document on IRIS, and we will process it. The electronic signature must have a QR code and be from a Chilean authority in Chile.

Mailing Instructions

1. The original notarized (and apostilled, if necessary) version of the Letter of Authorization, as well as the clear color copy of the ID documents must be sent via postal mail. If any other document was used in the process of notarizing or apostille of the Letter of Authorization, a copy of that ID should also be provided.

Please mail all documents to the following address:

Mrs. Any Bettsimar Romero Chacón
Santa Clara 349, Apartment 1102, La Cisterna,
Metropolitan Region, Chile

NOTE: No other additional documents should be mailed within the envelope. Only the original signed and notarized Letter of Authorization form and copy of ID documents should be provided.

2. The shipment contact person should be indicated as below:
Contact Person: Mrs. Any Bettsimar Romero Chacón
Phone: +56 9 37527453. This phone number is reserved for the exclusive use of the shipping company and is NOT a customer service number. Please do not contact this number for any reason.



3. Please keep the tracking number and the name of the shipping company. This information may be submitted directly to First Advantage by EMAIL to First Advantage Global Screening: globaladvantagesupport@fadv.com . It is recommended that the email be encrypted.

