

## Cayman Islands Criminal Records (National) Consent *Form & Ordering Instructions*

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Update: June 11, 2013

### Required Form & Document Names

KY-Criminal Natl Police Clearance App (IS-1).pdf

KY-Criminal Natl Letter of Authority (IS-1).pdf

### Purpose

Criminal record history is obtained from The Royal Cayman Islands Police Service (RCIPS). Third party access to Cayman Islands criminal records is allowed only if the subject has provided special authorization. The documents listed provide this authorization.

The First Advantage local fulfillment partner's name is listed on the Letter of Authorization as the entity that will be obtaining the criminal record results on behalf of the subject.

### Links

Cayman Islands Police Criminal Record Certificate Information: [www.rcips.ky/crime\\_reporting\\_criminal\\_records.htm](http://www.rcips.ky/crime_reporting_criminal_records.htm)

### Required Documents for the Search:

#### *Background Screening Consent Form*

- Must include the candidate's wet signature
- Signature date must be 30 days old or less
- Must include candidate's printed first and last name
- Must be legible
- Original consent form is not required, a copy is acceptable

#### *Royal Cayman Islands Police Service Application Application for a Criminal Record Check - Must be notarized*

- Must be completed in its entirety
- Must be legible

#### *Letter of Authority - Must be notarized*

- Complete the document in BLACK INK
- Document must be signed
- Indicate the last residential complete address and dates of residence in the Cayman Islands in the "Last Residential Overseas Address".

Last Cayman Address**Last Residential Overseas Address:**Dates of Last Cayman Address**From: Month/Day/Year To: Month/Day/Year**

*Proof of Identity - Must be notarized Cayman*Residents:

- Copy of passport ID page, including photo and biographical details. Caymanians may also use birth certificates and expired passports that are within three months of the expiration date. Non-Cayman citizens may supply the most current immigration status stamped in the passport. Foreign nationals must be living within the Cayman Islands for a period of six months in order to be eligible to apply for a clearance as a resident.
- Each page submitted must be notarized. Original notary copies are required.

Non-Cayman Residents:

- Passport ID page, including photo & biographical details
- Each page submitted must be notarized. Original notary copies are required.

*Copy of Entry / Exit Stamps for Cayman Islands - Must be notarized*

- Must have arrival and departure date to and from the Cayman Islands.
- Will be affixed to the Police Clearance.
- Copy of your most current work permit that was stamped in the 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).

**Mailing Instructions**

All documents should be sent directly to the First Advantage local fulfillment Partner. It is recommended the documents be sent with 'signature required'. A cover letter is attached to the end of this document.

International Screening Solutions, Inc.  
ATTN: Criminal Research Department  
114 Town Park Drive – Suite 540  
Kennesaw, GA 30144 USA

**Instructions for Completing the Application for a Police Clearance Certificate - For the Subject**

This Form must be fully completed and signed by the subject.

1. Provide all names, including: given name(s); surname; maiden name (if applicable); and any name(s) that were changed in accordance with a legal name change (if applicable).
2. Indicate the purpose of the Certificate is "Employment":

I WISH TO APPLY FOR A POLICE CLEARANCE CERTIFICATE FOR THE FOLLOWING PURPOSES:

- |    |                |                                      |                                     |
|----|----------------|--------------------------------------|-------------------------------------|
| 1. | EMPLOYMENT     | <input checked="" type="radio"/> YES | <input type="radio"/> NO            |
| 2. | VISA / JAMAICA | <input type="radio"/> YES            | <input checked="" type="radio"/> NO |
| 3. | VISA / U.S.A.  | <input type="radio"/> YES            | <input checked="" type="radio"/> NO |
| 4. | OTHER _____    |                                      |                                     |



FIRST ADVANTAGE SCREENING SOLUTIONS GLOBAL  
SCREENING COVER SHEET  
Cayman Island Criminal Record Submission

Employer Name: \_\_\_\_\_

Subject Name:

\_\_\_\_\_

Last	First	Middle
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*Please list one contact point below:*

Telephone \_\_\_\_\_ #:

Email:

Number of Pages:

**MAILING INSTRUCTIONS:**

Original documents must be sent via courier. It is recommended the documents be sent with 'signature required'.

International Screening Solutions, Inc.  
ATTN: Criminal Research Department  
114 Town Park Drive - Suite 540 Kennesaw,  
GA 30144 USA

Instructions or Notes: