

Croatia Criminal Record (National) Ordering Instructions

Updated: 11 Dec 2024



Purpose

This form is used to provide special power of attorney to the Law Firm Boric & Partners LTD to submit a request for issuance of the certificate from the criminal record to the Ministry of Justice of the Republic of Croatia.

Links

Ministry of Justice (Ministarstvo Pravosuđa) Information: <http://www.mprh.hr/mprh-hr>

Related Forms & Documents

- [HR-Criminal Power of Attorney \(I-1\)](#) – Needed for both in country employment and out of country employment
- [HR-Criminal Form in Country Employment](#) – Needed only for applicants seeking future employment in Croatia
- ID Documentation
 - Out of Country Employment:
 - Citizens: Valid Croatian ID card (both sides) or passport
 - Foreigners: Full clear valid passport and Residence permit
 - In Country Employment: ID Documents must be notarized
 - Citizens: Croatian ID card (both sides) or passport
 - Foreigners: Passport or Croatian Residence Permit

Application Instructions

- The applicant is required to fill out potentially 2 forms. Both forms will be provided during the application process in one document. Only Power of Attorney will accept a digital signature. In Country Employment form is required to be manually (pen) signed.
 - **Power of Attorney** – Required for all applicants to completed
 - **In Country Employment** – Only required to be completed if the applicant is seeking future employment in Croatia (Note this is needed in additional to the Power of Attorney)
- A clear and legible copy of the identification page from the subject's passport or a copy of the subject's ID card (both sides) will be required.
- A copy of the signed Croatia Republic of Croatia form in Croatian and copies of identification must be provided to First Advantage, who will submit the request to our fulfilment partner. Provided below are three options on how to get this information to First Advantage.
 - The subject can upload the documents in the applicant tracking system the employer has directed the subject to for the application process. (The subject/employer will not have to email nor mail the document to First Advantage if using this method).
 - A cover letter is provided on the last page of this instruction guide for the submission of this document by email, fax or overnight mail. This document is also available as a standalone document.
- Our local fulfilment Partner will submit these documents on the subject's behalf to the Ministarstvo Pravosuđa.
- Instructions on how to complete this form are listed on the following page.



Completing the REPUBLIKA HRVATSKA (HR-Criminal Power of Attorney Form) – Subject Instructions



_____ I, _____,
s prebivalištem u _____, with residence at _____
majčino ime _____, _____
očevo ime _____, mother's name _____,
osobni identifikacijski broj (OIB): _____ father's name _____,
(_____
personal identification number (OIB):
u daljnjem tekstu: „Opunomoćitelj“) daje sljedeću:
_____ (hereinafter referred to as: “the Authoriser”),
hereby grants the following:

Completing the Zahtjev za izdavanje uvjerenja da se ne vodi kazneni postupak (HR- Criminal in County Employment) – Subject Instructions

This document is only required to be completed if the applicant is going to be employed inside Croatia. If employment is outside Croatia, do not complete.

1. Provide the date applying for certificate (current date)
2. Select option A – Purpose for seeking employment certificate: Establish Employment
Current Date

Datum traženja uvjerenja: _____

Svrha traženja uvjerenja:

- a) u svrhu zasnivanja radnog odnosa
- b) ostvarivanje prava na dodatak za djecu
- c) ostvarivanje prava iz zdravstvenog, invalidskog ili mirovinskog osiguranja
- d) ostvarivanja prava na socijalnu zaštitu
- e) ostalo: _____

SAMPLE



Request for physical Person Section

1. **OIB:** Croatian Personal Identification number
2. **Ime i prezime:** First name and Surname
3. **Datum rođenja:** Date of Birth

Note this is only needed if you are a foreign citizen and do not have an OIB number

4. **Mjesto i država rođenja:** Place and Country of Birth
5. **Ime i prezime roditelja:** Name and Surname of both parents
6. **Vrsta i broj identifikacijskog dokumenta, država izdavanja:** Type and number of identification document and country of issue

Zahtjev fizičke osobe

Obavezni podaci:

OIB: _____

Ime i prezime: _____

Datum rođenja: _____

Napomena: sljedeće podatke, osim za fizičke osobe koje su državljanin i imaju OIB.

Mjesto i država rođenja: _____

Ime i prezime roditelja: _____

Vrsta i broj identifikacijskog dokumenta, država izdavanja: _____

Vlastoručni potpis osobe koja traži izdavanje uvjerenja: _____

Request for Legal Entity

Do Not complete this section. This will be completed by the in-country fulfillment team

Zahtjev pravne osobe

Obavezni podaci:

OIB: _____

Matični broj: _____

Naziv: _____

Sjedište: _____

Vlastoručni potpis osobe koja traži izdavanje uvjerenja: _____

