

GUIDELINES TO APPLY FOR THE EXPUNGEMENT OF A CRIMINAL RECORD

Application Forms are available at the **Customer Service Desk, Ministry of Justice, 61 Constant Spring Road, Kingston 10** and also on the Ministry of Justice's website at www.moj.gov.jm.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE APPLICATION FORMS

- (I) Complete **Two (2)** Application Forms to include the names, addresses and contact information of **Two (2)** Referees who are **NOT** Family Members to provide recommendations. **NO** photocopied applications will be accepted.
- (II) The **Two (2)** completed Application Forms **MUST** be submitted to the Customer Service Desk, Ministry of Justice, 61 Constant Spring Road, Kingston 10 along with the following:



1. FINGERPRINTS IMPRESSION OF APPLICANT
2. RECEIPT FROM THE INLAND REVENUE DEPARTMENT (TAX OFFICE) FOR THE PROCESSING OF AN APPLICATION
3. TWO (2) LETTERS OF RECOMMENDATION
4. ANY OTHER DOCUMENT IN SUPPORT OF THE APPLICATION

PLEASE NOTE:

- **FINGERPRINTS IMPRESSION** and **INFORMATION OF THE CONVICTION(S)** can be done at the Criminal Records Office located at **34 Duke Street, Kingston**, Summit Police Station (St. James), May Pen Police Station (Clarendon) and Area 2 Police Headquarters, Pompano Bay (St. Mary).
- To obtain **the Receipt** for the processing of the application, the applicant is required to make a payment of **THREE THOUSAND DOLLARS (\$3,000.00)** at any **Inland Revenue Department (Tax Office)**.
- **TWO LETTERS OF RECOMMENDATION** which can be typed or handwritten (**If handwritten, they should be legible**) and **MUST** be dated, signed, have a return address and include the following information:
 - a. HOW LONG THE REFEREE HAS KNOWN THE APPLICANT
 - b. HOW THE APPLICANT CONDUCTS HIMSELF/HERSELF
 - c. WHETHER THE REFEREE WOULD RECOMMEND THAT THE APPLICANT'S CONVICTION(S) BE EXPUNGED.
- Referees providing the recommendations **MUST** be of unquestionable integrity. These persons may include **Ministers of Religion, Justices of the Peace, Principals, Teachers, Attorneys-at-Law, Medical Practitioners and Police Officers of senior ranks.**

THE PROCESS:

Step 1

- Upon receipt of the two (2) application forms along with the supporting documents, a Police Report will be requested from the Criminal Records Office.

Step 2

- Upon receipt of the Police Report, a review of the application will be made by the Criminal Records (Rehabilitation of Offenders) Board and a decision taken. The applicant will then be advised of the decision in writing.
- If an applicant requires a **CLEAN POLICE RECORD** after his/her criminal record has been expunged by the Criminal Records (Rehabilitation of Offenders) Board, **applicant MUST PAY for this service which is provided by the Criminal Records Office.**

FOR ANY ADDITIONAL INFORMATION, PLEASE CONTACT THE MINISTRY OF JUSTICE AT 906-4923-31.

OFFICE HOURS: MONDAY – THURSDAY: 9:00AM – 4:00 P.M. AND FRIDAYS: 9:00AM -3:00P.M.