APPLICATION

(FORM TO BE COMPLETED IN DUPLICATE AND IN BLOCK CAPITALS)

${\bf CRIMINAL\ RECORDS\ (REHABILITATION\ OF\ OFFENDERS)\ BOARD}$

1.	LAST NAME (IN BLOCK CAPITALS) MR		MR./M	IRS./MISS	CONT	CONTACT NUMBER(S)		
2.	FIRST NAME	M	IDDLE	E NAME	MALE	□ FEMALE □		
3.	DATE OF BIRTH (dd/mm/yyyy)	PLACE OF BIRTH			TRN:			
1 .	PRESENT ADDRESS							
4b.	PREVIOUS ADDRESS(F	ES) WITHIN THE	LAST	FIVE (5) YEARS				
5.	(a) OCCUPATION			5B . NAME AND	ADDRESS OF EMPL	DDRESS OF EMPLOYER (IF ANY)		
	FFENCE FOR WHICH ONVICTED	SENTENCE ((S)	DATE AND PLACE CONVICTED	COURT CONVICTED	CRO NUMBER		
(i)								
(ii)								
(iii)								
(iv)								
(v)								
(vi)								
(vii)								
(viii)								
(ix)								
(x)								
7b. 1	ARE YOU RE-APPLYING REASON FOR EXPUNGEN NAMES, ADDRESSES AN	1ENT?		"WO (2) PERSONS TO B	E CONTACTED ON BEHAL	F OF APPLICANT.		
i. 9.	NAMES, ADDRESSES ANI	O CONTACT NUMBER	(S) OF <u>T</u>	WO (2) REFEREES TO	PROVIDE RECOMMENDAT	IONS (NO FAMILY MEMBERS)		
i.								
					SIGNATURE OF APPLICANT			

10. PLEASE NOTE APPLICATION MUST BE ACCOMPANIED BY:

- (1) Fingerprints Impression which can be done at the Criminal Records Office located at Kingston Mall, 8-10 Orange Street, Kingston, Summit Police Station (St. James), May Pen Police Station (Clarendon) and Area 2 Police Headquarters, Pompano Bay (St. Mary).
- (2) Receipt from the Inland Revenue Department (Tax Office) for the processing of the application
- (3) Two (2) Letters of recommendation
- (4) any other document in support of the application

11. INFORMATION AND NOTES FOR GUIDANCE TO APPLICANTS

"SECTION 21 OF THE CRIMINAL RECORDS (Rehabilitation of Offenders) Act – Every application made under Section 20, shall be in writing and state the following:

- (a) the full name and age of the applicant;
- (b) the offence for which the applicant was convicted; and the sentence imposed by the Court in respect of that conviction;
- (c) the date and place of conviction;
- (d) the court before which the applicant was convicted;
- (e) any other written representation on which the applicant relies in support of his application;
- (f) such other information as may be prescribed."

FOR OFFICIAL USE ONLY

COMMENTS OF OFFICER IN CHARGE C.R.O.	15. COMMENTS / DECISION OF BOARD				
	APPLICATIO	ON	APPROVED	REFUSED	
	CHAIRM	IAN'S SI	GNATURE	DATE	
	MEMB	ERS OF	THE BOARD	DATE	

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 <u>MUST</u> 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
 - Two (2) Letters of recommendation addressed to the Criminal Records (Rehabilitation of Offenders) Board, c/o Ministry of Justice, 61 Constant Spring, Kingston 10
 - 4. Any other document in support of the application

PLEASE NOTE:

- Fingerprints Impression can be done at the Criminal Records Office located at 56 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 an application, the applicant is required to make a payment of **Three Thousand Dollars (\$3,000.00)** at any **Inland Revenue Department (Tax Office)**.
- The Letters of recommendation 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 <u>MUST</u> be of unquestionable integrity. These persons may include <u>Ministers</u> of Religion, <u>Justices</u> of the <u>Peace</u>, <u>Principals</u>, <u>Teachers</u>, <u>Attorneys-at-Law</u>, <u>Medical Practitioners</u> and <u>Police</u> <u>Officers</u> 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 <u>CLEAN POLICE RECORD</u> after his/her criminal record has been expunged by the Criminal Records (Rehabilitation of Offenders) Board, he/she <u>MUST PAY</u> for this service which is provided by the Criminal Records Office, Kingston, Summit Police Station (St. James), May Pen Police Station (Clarendon) and Area 2 Police Headquarters, Pompano Bay (St. Mary).

For any additional information, please contact the Ministry of Justice at (876) 906-4923-31.