

APPLICATION

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

CRIMINAL RECORDS (REHABILITATION OF OFFENDERS) BOARD

1.

LAST NAME (IN BLOCK CAPITALS)

MR./MRS./MS.

CONTACT NUMBER(S)

2.

FIRST NAME

MIDDLE NAME

MALE ☐

FEMALE ☐

3.

DATE OF BIRTH
(dd/mm/yyyy)

PLACE OF BIRTH

TRN:

4.

PRESENT ADDRESS

4b.

PREVIOUS ADDRESS(ES) WITHIN THE LAST FIVE (5) YEARS

5a. OCCUPATION

5b. NAME AND ADDRESS OF EMPLOYER (IF ANY)

6. OFFENCE FOR WHICH CONVICTED	SENTENCE (S)	DATE AND PLACE CONVICTED	COURT CONVICTED	CRO NUMBER
(i)				
(ii)				
(iii)				
(iv)				
(v)				

7a.

ARE YOU APPLYING FOR THE FIRST TIME?

Yes ☐

No ☐

7b.

REASON FOR EXPUNGEMENT?

8.

NAMES, ADDRESSES AND CONTACT NUMBER(S) OF TWO (2) PERSONS TO BE CONTACTED ON BEHALF OF APPLICANT:

i.

ii.

9.

NAMES, ADDRESSES AND CONTACT NUMBER(S) OF TWO (2) REFEREES TO PROVIDE RECOMMENDATIONS (NO FAMILY MEMBERS):

i.

ii.

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 56 Duke 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) Certified/notarized copy of Birth Certificate or National Identification
- (5) 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;
- (d) the date and place of conviction;
- (e) the court before which the applicant was convicted;
- (f) any other written representation on which the applicant relies in support of his application;
- (g) such other information as may be prescribed.”

FOR OFFICIAL USE ONLY

COMMENTS OF OFFICER IN CHARGE C.R.O.	12. COMMENTS / DECISION OF BOARD
	APPLICATION: <input type="checkbox"/> APPROVED <input type="checkbox"/> REFUSED
	CHAIRMAN’S SIGNATUREDATE
	MEMBERS OF THE BOARDDATE

NOTE: Applications should be forwarded to the Secretary, Criminal Records (Rehabilitation of Offenders) Board, Ministry of Justice, 61 Constant Spring Road, Kingston 10.

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 addressed to the Criminal Records (Rehabilitation of Offenders) Board, c/o Ministry of Justice, 61 Constant Spring, Kingston 10
 4. Certified/notarized copy of Birth Certificate (along with a document supporting any change of name, if applicable) **OR** Any National Identification (such as Passport, Driver's Licence, Voter Identification Card, National Identification Card)
 5. 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 **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.**
- Where the name on the Application differs from the Identification provided, the applicant may be required to provide additional Identification.

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, he/she **MUST PAY** 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 Toll-Free at 888 JUSTICE (587- 8423) or connect with us via WHATSAPP Chat at (876) 851-3287.