APPLICATION

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

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

. LAST NAME (IN BLOCK C	APITALS) MR./N	MRS./MS.	CONTACT NUMBER(S)	
. FIRST NAME	MIDDLE NAME		MALE	□ FEMALE
DATE OF BIRTH (dd/mm/yyyy)	PLACE OF BIRTH		TRN:	
PRESENT ADDRESS				
PREVIOUS ADDRESS(E	S) WITHIN THE LAST	FIVE (5) YEARS		
. OCCUPATION		5b. NAME	AND ADDRESS OF I	EMPLOYER (IF A
6. OFFENCE FOR WHICH CONVICTED	SENTENCE (S)	DATE AND PLACE CONVICTED	COURT CONVICTED	CRO NUMBER
(i)				
(ii)				
(iii)				
(iv)				
(v)				
. ARE YOU APPLYING FOR . REASON FOR EXPUNGEMENTAIN NAMES, ADDRESSES AND CONTACT	R THE FIRST TIME? ENT? NUMBER(S) OF TWO (2) PE	Yes □ RSONS TO BE CONTAC		
•				
NAMES, ADDRESSES AND CONTACT				
	Signatur	e 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: APPROVED REFUSED
	CHAIRMAN'S SIGNATURE DATE
	MEMBERS OF THE BOARD DATE

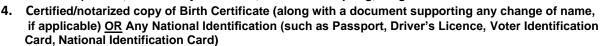
NOTE: Applications should be forwarded to the Secretary, Criminal Records (Rehabilitation of Offenders) Board, Ministry of Justice, 61 Constant Spring Road, Kingston 10.

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 <u>NOT</u> Family Members to provide recommendations. <u>NO</u> 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



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 <u>MUST</u> 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.