

Applying for a Police Record

The Maritime Authority of Jamaica requires clients to submit police records for various reasons. The main ones are cadets applying for certification or discharge books. Below are the requirements for applying for a police record.

1) Pay the relevant fee at any Tax Office:

- **Regular:** 21 working days - J\$3,000.00
- **Express:** 5 working days - J\$6,000.00
- **Premium:** next working day - J\$8,000.00

2) Required documents:

- Valid receipt from Tax Office
- Valid passport
(If the police record is not required for overseas purpose any other valid National Identification will be accepted)
- Two recent passport-sized photographs, not older than six months
(Photographs MUST NOT BE signed NOR sealed)
- Taxpayer Registration Number (TRN)

3) Take the required documents to the following address, where you will be guided by their internal process:

Technical Services Division
Criminal Investigation Branch
Jamaica Constabulary Force
34 Duke Street
Kingston