

Police Conduct Certificate Submission Guidelines

When the application form is submitted, an email will be sent to you as confirmation of successful submission indicating your application reference number.

Once your submission is received, it is vetted to ensure that it satisfies all the requisites prescribed by the Criminal Records Office. If submission is found to satisfy all such requisites, it is accepted and categorised whether it is Form A or Form B in the First Schedule of Chapter 77 of the Laws of Malta. If on the other hand your submission does not satisfy one or more of the requisites prescribed by Criminal Records Office, submission is refused and appropriate justification addressed by email.

For Conduct certificate details according to the First Schedule Form A, payment is immediately effected and Conduct Certificate will be sent by standard/registered post.

For Conduct certificate details according to the First Schedule Form B, the previous payment is cancelled and the application form is returned to you for consent on whether to opt to pick up in person or sent to you by registered post.

For confidence and security measures the Criminal Records Office hereby suggest that Conduct certificate details according to the First Schedule Form B of Chapter 77 of the Laws of Malta is picked up in person and not sent by registered post.

According to your selected consent option a new payment needs to be affected. Postage charges will not be incurred if Conduct Certificate is picked up in person. Malta residents may pickup up Conduct Certificate from the Criminal Records Office at the Police General Headquarters in Floriana while Gozo residents are to pickup Conduct Certificate from the Gozo Police Office in Victoria.

It is important that on the day of collection, you must personally produce a valid identification document such as a valid passport or valid Identity Card.

For Maltese applicants that are living abroad, an authorisation letter by the applicant needs to be produced by the third party and it should include the foreign residence address of the applicant together with the Identity Card Number of the authorised person. A copy of the applicant's passport also needs to be produced together with the Identity Card of the authorised person collecting the conduct certificate of the applicant.

Please make sure that for any criminal penalties, every criminal penalty has been paid at the Courts and the Criminal Records Office notified accordingly with a valid Court receipt. If there are any criminal penalties were the Criminal Records Office was not notified or pending criminal penalties, these will be included in the Conduct Certificate. In such a case the Conduct Certificate is classified as Type B. Should you have any further clarifications please contact the Criminal Records Office prior to submitting this online form. Malta residents should contact (+356) 22942261/2 while Gozo residents should contact (+356) 22944238.

The postage address details are the same as documented on the Identity Card and cannot be altered.

Once Conduct Certificate is issued, notice of completion is sent by email and also by an SMS notification (subject that mobile number has been provided in the application).