Date

Complete name of Applicant

Complete address

Criminal Records Office of the Police Department,

34 Duke Street, Kingston,

Jamaica, W.I.

To Whom It May Concern:

I, Ms./Mr. \_\_\_\_\_\_\_\_\_\_\_, hereby authorise, name of representative, to assist with the processing and collection of my police record, given that I, currently, reside and work overseas.

The police record is needed for (please state the reason)

I have enclosed my Finger Prints and a certified copy of my Passport bio-page #... for the aforementioned purpose.

Sincerely,

Complete Name of applicant

Tel.:

E-mail:

***PLEASE CHANGE ALL RED TO BLACK ONCE FINISHED, BEFORE TRANSMISSION TO THE EMBASSY***