

Instructions on Application for Foreigner's No Criminal Record Certificate

The Guangzhou Public Security Bureau is in charge of the verification and approval of the application for Foreigner's No Criminal Record Certificate.

Eligibility

Foreigners who have resided in Guangzhou and other cities in Guangdong province for at least 6 months may apply for No Criminal Record Certificate. The residence period is based on the foreigner's temporary residence registration record from local police station. Residence period in different cities in Guangdong Province can be combined together for calculation.

Documents required

1. Original and photocopy of the applicant's current valid passport, photocopies of applicant's passports used during No Criminal Record period.
2. Photocopies of Registration Forms of Temporary Residence for Visitors during No Criminal Record period.
3. Complete Application Form of No Criminal Record.
4. When an applicant has been subjected to any criminal coercive measures by public security organs, prosecution organs or national security organs including criminal detainment, arrest, pending trial for bail or residential surveillance, he/she shall

proactively present the original and submit photocopy of corresponding legal documents issued by judicial organs, such as certificate of release, certificate of no prosecution, certificate of exempted from prosecution or sentence of not guilty.

5. Applicant shall submit the application for No Criminal Record Certificate in person.

For applications through entrustment, the following materials shall be provided:

When an applicant entrusts his/her close relative with full capacity for civil conduct(including spouse, parents, children, siblings, grandparents and grandchildren), the power of attorney, proof of family relationship, identity certificate and its photocopy of applicant and entrusted person shall be submitted for the application. Proof of family relationship issued by relevant foreign organization shall be notarized by Chinese notary office according to relevant provisions of international treaty China concluded or acceded to, or authenticated by the Chinese embassy or consulate in that country and translated into Chinese by translation agency in China. The copy of translation agency's qualification certificate shall be submitted as well.

When an applicant entrusts a person who's not his close relative, the notarized power of attorney, identity certificate and its photocopy of applicant and entrusted person shall be

submitted. If the power of attorney is issued by relevant foreign notary organs, it shall be notarized by Chinese notary office according to relevant provisions of international treaty China concluded or acceded to, or authenticated by the Chinese embassy or consulate in that country and translated into Chinese by translation agency in China. The copy of translation agency's qualification certificate shall be submitted as well.

Application Method

Applicant or his/her entrusted person shall go to Exit and Entry Administration Division of Guangzhou Public Security Bureau to submit the documents. Verification on applicant's identity and application documents, acquisition of image and other relevant information will be carry out by the public security organ according to procedure.

Processing Time

3 working days.

If an applicant is under special circumstances that require further investigation and verification, such as being subjected to criminal coercive measures by judicial organs, the processing time can be prolonged to 15 working days. If the criminal coercive measures was not taken by local authorities, or the applicant is a suspect under investigation or a defendant in

criminal lawsuit procedure, the processing time is exempted from the above regulations.

Certificate Collecting

The No Criminal Record Certificate or Receipt for Decision of Not Issuing No Criminal Record Certificate shall be collected by the applicant or his/her entrusted person.

Remarks

1.Address: 5th Floor Counter 11, No.155 Jiefangnan Road, Yuexiu District, Guangzhou

2.Woking Hours:8: 30-12: 00am,14:00-17:30pm,from Monday to Friday, excluding national public holidays

3.The Exit and Entry Administration Division of Guangzhou Public Security Bureau shall be responsible for the interpretation of this instruction.