

Guide to Obtaining a Certificate of No Criminal Convictions in China

ELIGIBILITY

- The individual must apply in person.
- A third-party representative may apply on behalf of the individual. Still, they should consult the Public Security Bureau (PSB) covering the county of the applicant's residence during their stay in China.

APPLICATION LOCATION

- Applications must be made in person at the Notary Public Office in the applicant's province/city/district of residency. The application form should be obtained from the local police station.
- It's important to note that different cities/districts/provinces may have varying procedures. So, we encourage applicants to contact their local Public Notary Office or PSB for confirmation.
- A third-party representative must consult the PSB covering the county of the applicant's residence during their Chinese residency.
- Mailed applications are not accepted.
- Embassies/consulates will not accept applications.

REQUIRED DOCUMENTS

LOCAL CITIZENS NEED TO PROVIDE THE FOLLOWING:

- Their original ID card
- Permanent Residence Registration (Hukou) and copies

NON-CITIZENS NEED TO PROVIDE:

- Their original ID card
- Temporary residence card (juzhuzheng)
- Passport and copies



All applicants must fill in the application form and provide other relevant documents requested by the local public authorities.

COSTS AND TURNAROUND

- The service is free in most circumstances. However, let the public authorities know about any applicable fees.
- The approximate processing time for an application is seven working days.

STEPS FOR INTERNATIONAL RESIDENTS

Application to the Public Security Bureau (PSB):

International residents should apply at their local PSB office if they are in China on a Z (Work) visa. If they hold a key of another category, they should consult their local PSB office for specific instructions. They can either apply in person or nominate a representative to act.

STEP 1 - GATHERING THE REQUIRED DOCUMENTS:

Applicants or their nominated representative must provide the following documents when they visit the PSB:

1. All original passport(s) (this includes the current key and any others containing the Chinese visa)
2. Valid Residence Permit and Work Permit
3. A supporting letter from the place of employment or educational institution in China or the relevant employment contract
4. Appropriate processing fees

STEP 2 - NOTARISING THE CERTIFICATE:

After obtaining the Certificate of No Criminal Convictions from the PSB, it should be taken to the Notary Public Office for a notarized translation. The applicant (or their representative) must bring the following:

1. The original passport (along with the original Temporary Residence Card or Temporary Residence Permit)
2. The original Certificate of No Criminal Convictions issued by the PSB.

Obtaining a Certificate of No Criminal Convictions can take time, so planning is crucial. This certificate provides proof of the applicant's good conduct during their stay in China and may be required for various official procedures.

If applying from another country, click here:

CLICK HERE

