

Criminal Background Checks/Disclosures

For applicants living in the United States of America

In addition to submitting the Criminal Background Check Consent and Waiver form, you must submit a criminal background check (CBC) provided by your state, the federal government or through a reputable private company. You are responsible for obtaining this document through the police department, the Bureau of Criminal Identification, or a third party company that deals with criminal background checks. The cost is between \$10.00 and \$30.00, depending on your state or agency. If you use the local police department, state government, or the federal government, the document can take up to six weeks to obtain. To avoid this, we strongly suggest that you use www.integrascan.com and obtain a "Nationwide Criminal Background Check" for \$28.95. The results are posted immediately and can then be printed out and submitted.

We realize that you might not be able to receive your CBC before the interview because of the time involved. Be aware that we cannot complete the recruitment process until we receive the CBC. If you are seriously pursuing the ALT position, we ask that you start this process now.

For applicants living in Canada

In addition to submitting the Criminal Background Check Consent and Waiver form, you will need to submit a criminal background check (CBC) provided by your provincial government, national government, or through a reputable private company but not until you accept employment with Interac. If you do accept, you are responsible for obtaining this document through the police department, the Bureau of Criminal Identification, or a third party company that deals with criminal background checks in Canada. The results of the CBC will need to be sent to the Global Resource Management Section at Interac's Tokyo Head Office.

For applicants living in England, Wales, Scotland, and Northern Ireland

Interac's representatives will apply for your enhanced Disclosure and Baring Service check (or equivalent). The cost to you is £44.00 plus a £10.00 processing fee. You will have to provide documentation to prove your name, address and date of birth. Full details will be provided to you by Interac's representatives.

For applicants living in the Republic of Ireland

You are responsible for obtaining your Police Certificate. You should apply in writing to the Superintendent in charge of the district wherein you reside or formerly resided in the Republic of Ireland. You can find out who your District Superintendent is at www.garda.ie/Stations/Default.aspx. The Police Certificate is issued free of charge.

For applicants living in Jamaica

In addition to submitting the Criminal Background Check Consent and Waiver form, you will need to submit a criminal background check (CBC) after you have accepted employment with Interac. The results of the CBC will need to be sent to the Global Resource Management Section at Interac's Tokyo Head Office.

You must apply in person at this address:

Ministry of National Security
Mutual Life Building - North Tower
2 Oxford Road, Ground Floor
Kingston 5, Jamaica

You must:

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- Have a valid passport.
- Provide two identical passport-size photographs.
- Pay the applicable fees. There are two types of fees: one for normal service, which is cheaper, and one for express one-week service, which is more expensive.

The receipt you are issued must then be brought to:

The Criminal Records Office
 Police Certificate Section
 34 Duke Street, Kingston Jamaica

For your application, you may be required to submit fingerprints. If so, follow these instructions:

- Go to the police station closest to where you live.
- Bring a valid passport.
- Request that your fingerprints be taken on the prescribed Jamaican Police form.
- Advise the police officer that the fingerprints are required for immigration purposes.

The police officer will then affix the police station's stamp and seal to the form on which the fingerprints are taken and return it to you.

For applicants living in Australia

You can apply for a National Police Check (NPC) through the Australian Federal Police. You can complete this process online and upload scans of the various required documents. The NPC will cost you \$42.00. If you accept employment, the original National Police Certificate will need to be sent to the Global Resource Management Section at Interac's Tokyo Head Office. You can find full information and the online application on the Australian Federal Police website at <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>.

For applicants living in New Zealand

You can obtain the information about yourself by applying to the Ministry of Justice. Please follow this link for detailed instructions: <http://www.justice.govt.nz/services/criminal-records/get-a-copy-of-your-criminal-record>

For applicants living in South Africa

You can find full information on the Department of International Relations and Cooperation website at <http://www.dfa.gov.za/consular/policeclear.htm>

Please note: minor infractions are not considered grounds for dismissal of your application.

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