

ANNEXURE C: STEPS TO FOLLOW IN RESPECT OF FORM 7 (J738) – CLEARANCE CERTIFICATE IRO. THE NRSO AS HELD WITH THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (DJCD)

1. Circular 0001/2023 as amended, refers.
2. All applicants applying for a vacant post as advertised in the Vacancy Bulletin (s) published by the WCED must apply for the abovementioned clearance certificate.
3. The steps to be followed are:
 - (a) Complete the Form 7 (J738)
 - (b) Request a Fingerprint Clearance Report from SAPS. The SAPS office will have you complete a SAPS 91(a)(1) form which is the form used to apply for the Fingerprint Clearance Report. Note: There will be a cost involved of R75, which is payable by the applicant.
 - (c) SAPS will send the application to Pretoria for verification. Once the Fingerprint Clearance Report is received back at the Police Station, where the original application was made, a notice will be sent to the applicant to collect the report.
 - (d) The applicant then takes the following documents to the office of the Department of Justice and Constitutional Development: (Address is 4th Floor, Norton Rose Building, 8 Riebeeck Road, CAPE TOWN)
 - The completed Form 7 (J738)
 - The SAPS Clearance Report
 - Certified copy of their RSA Identity document
 - (e) The Department of Justice will then issue the applicant with a receipt indicating that the application has been made.
4. The above process applies to every application that is made by an applicant.
5. It is to be noted that the process at the Department of Justice takes considerable time so applicants are advised to start the process at the same time when they apply for a post/s in a Vacancy Bulletin so that they have the necessary proof which will be required when they are invited for an interview.
6. Required proof of having started the process is:
 - Proof of completing the fingerprints at SAPS in respect of the Clearance Certificate. This is the receipt for having paid for the fingerprints. In the event that no payment was required at the Police Station, then the copy of the fingerprints will suffice. The completed and signed Form 7 (J738) must also be submitted.
OR
 - A copy of the confirmation receipt from the Department of Justice and Constitutional Development which indicates that the application has been submitted.
OR
 - The actual NRSO Clearance Certificate (Form 9)

Note: None of these documents may be older than 3 months

