



## ANNEXURE C: STEPS TO FOLLOW IN RESPECT OF AMENDED CIRCULAR 0001/2023

### IMPORTANT TO NOTE:

1. Form 7 is to be completed by individual applicants where they follow the process and apply directly to the Department of Justice;
2. Form 8 must to be completed by the School Principal for all staff.

### STEPS TO FOLLOW:

- a. The staff member must to take the original form to SAPS and request a Fingerprint Clearance Report, which will be obtained by completing the SAPS 91A1 Form (Enquiry Form), which is the application form in order to obtain the Fingerprint Clearance Report.
  - b. WCED employees must, therefore, request the SAPS 91A1 Form, which will be the application form to eventually obtain the Fingerprint Clearance Report.
  - c. **Note:** The cost for application to the South African Police Services is R75 for the Fingerprint Clearance Form. It is requested that officials pay the amount and then submit the receipt, as received from SAPS for the payment following the application, to school principals.
  - d. The School will submit evidence of the applications (on the template provided) to the Circuit Office to claim the R75 which will then be re-imbursed to officials.
  - e. SAPS will send the application to Pretoria for verification and 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.
3. Once Head Office receives the documentation, it will be submitted to the Department of Justice for verification against the Sexual Offenders Register.
  4. The Department of Justice will provide Head Office with a certificate indicating the official is not on the Sexual Offenders Register and feedback will be provided to the relevant School Principal. If there is evidence that the official's details is on the Sexual Offenders Register then the prescribed consequence management will be followed.
  5. Form 7:

The official must submit the Fingerprint Clearance Report with a completed copy of Form 7 to the Department of Justice for verification against the Sexual Offenders Register. A copy of the verification certificate from the Department of Justice must be submitted to the Interview Committee with the rest of the supporting documents when invited for a interview (as per the foreword of the published vacancy lists and vacancy bulletins.

#### **Address:**

Department of Justice, 4th Floor, Norton Rose Building, 8 Riebeeck Road, Cape Town