

## Annexure 15

### AI-Anon Member Procedure for Obtaining a Fingerprint Clearance Certificate

1. Contact your Area Alateen Coordinator or Area Member Services Coordinator to enquire whether the Area has planned a time for group Fingerprint Certification by a company e.g. NeVeTeC, where you can do the process together with other members from your Area. This will be paid for by the GSO.

**If not:-**

2. Phone the Police Station nearest to where you live and make an appointment to get a Fingerprint Clearance Certificate. They will give you a date and time and ask you to bring your ID book, and possibly a copy of it, and the required payment. (R47 at present) This can be claimed back from your Area Office using Annexure 12 who will in turn claim from GSO.
3. When you go for your appointment they will help you fill in the relevant forms, take a copy of your ID book, give you a receipt for your payment and take your fingerprints.
4. They will then send off the documentation to their local Criminal Records Centre (there are many throughout the country) and will notify you when they receive your Fingerprint Clearance Certificate (FCC) back, then you will be able to fetch it from them. It should take 3 - 4 weeks.
5. Once you have your certificate, please send a copy to your Area Office Administrator.
6. These Fingerprint Clearance Certificates state that they are valid for 6 months but the AI-Anon General Service Board has given permission for them to be valid for AMIAS for **1 year**. **N.B.** It is extremely important to note that FCC/PCCs are only valid for a period of one year and **must** be renewed annually. The renewal applications will be monitored by the Area Office Administrator who will diarise the renewal dates and advise you when it is time for renewal.
7. Police Clearance Certificates (PCCs) are also acceptable for AMIAS and are also valid for AMIAS for a year.