



UGANDA POLICE FORCE

# **PUBLIC NOTICE**

## **ONLINE APPLICATION FOR THE CERTIFICATE OF GOOD CONDUCT AND POLICE CLEARANCE CERTIFICATE**

### **INTRODUCTION**

The Uganda Police Force is mandated under section 2 and 3 of the identification of the offenders Act Cap 119 (1960) and Police Act Cap. 303 (2006) as amended to take and keep criminal records of all persons who have committed crime.

Increasingly, to protect and guard their interest from criminal elements, Countries and Organizations all over the world have over times put additional measures to identify and apprehend criminals. Such measures include the taking of fingerprints which are used for national identification, issuance of passports, visas, employment, joining academic institutions etc.

Cognizant of the threat of the spread of COVID -19 and to minimize congestion at the Directorate of INTERPOL Headquarters' which is mandated to issue certificates of good conduct, UPF is launching online services effective 17<sup>th</sup> May 2021.

This is being done with aim of:

- Reducing on the overcrowding at the Directorate of INTERPOL and International Relations
- Reducing on the time spent in the process of acquiring the certificates of good conduct.
- Helping the applicants to track and know the status of their applications.

## SUMMARY OF THE PROCESS.

1. Visit UPF website on [www.upf.go.ug](http://www.upf.go.ug) and click on the **Services** tab and select **Certificate of Good Conduct** option **OR** type [service.upf.go.ug/certificates](http://service.upf.go.ug/certificates) in the browser.
2. Click on Register button to create an account as shown below. (*This applies to applicants using this application for the first time and have never created an account in this application, those with accounts click the Login Button*).

**Note:** You require an active email to Register.



Online Application



### Renewal of your Certificates Made easier

You can initiate certificate renewal from anywhere, anytime.

REGISTER

LOGIN



3. Please agree to the terms and conditions by clicking in boxes on left and click next until you click the Agree Button.

Terms & Condition

Select Language Powered by Google Translate

**Note:** Please Check all the Checkboxes to Continue

Agreement

This Service Agreement ("Agreement") sets forth the terms and conditions of your use of this System in applying for Certificates of Good Conduct or Police Clearance and related services. In this Agreement, "you" and "your" refer to you as "Certificates of Good Conduct or Police Clearance Applicant" and "UPF", "our", "we" or "us" as the "Uganda Police Force".

Privacy Policy

By using any of our services, visiting our website <http://service.upf.go.ug> or giving us your personal information, you agree to your information being collected, stored, used and disclosed as set out in this Privacy Policy.

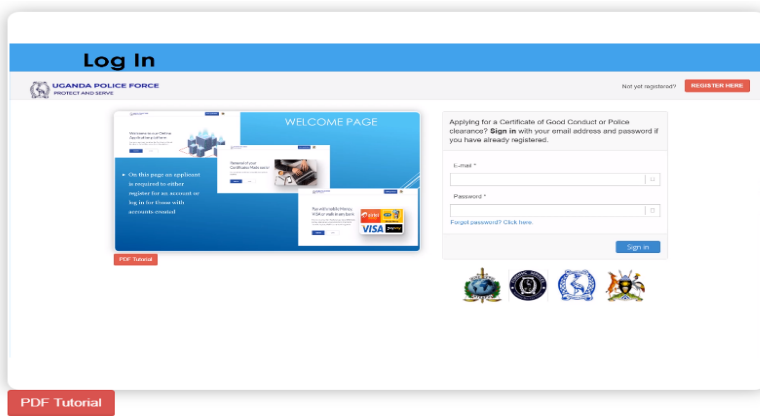
We are committed to protecting your personal information, and ensuring its privacy, accuracy and security. We will handle your personal information in a responsible manner in accordance with the Uganda Data Protection Act of 2018/2019.

The UPF may use your contact information in order to send e-mail or other communications regarding your clearance or updates about this service. We may also use your data for statistics, summaries, research and studies.

Previous

Next

4. Fill in all the required fields to enable you create an account as shown below.



**New Applicant Registration**

Required fields are indicated with \*

Email Address should be VALID and ACTIVE

Email address \*

Password \*

Confirm password \*

First name \*

Middle name

Surname \*

Gender \*

Select birth date \*

Terms and Conditions

**Register**

5. Open your email to activate your account. A link will be sent to you where you are required to click it. Without clicking this link your account will not be activated and you will not be able to login.

Please do Not reply: Application Response Inbox x



**police@upf.go.ug**

to me

Dear ~~Business Manager~~,

You have registered an account for application of Certificate of Good Conduct or Police Clearance from Uganda Police  
Please click the link below to Activate your Account, so as to continue with your application

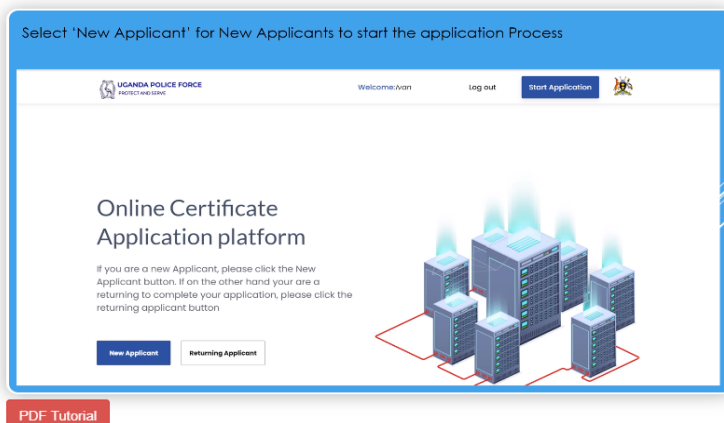
[Press To Activate Your Account](#)

Uganda Police Force

"Protect and Serve."

Disclaimer: This is an auto-generated mail. Please do not reply to it.

6. After activating your account, the system will open a login page where you are required to login in with your created account as shown below.



Applying for a Certificate of Good Conduct or Police clearance? **Sign in** with your email address and password if you have already registered.

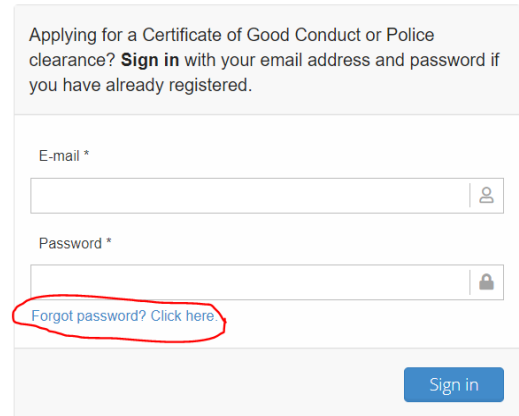
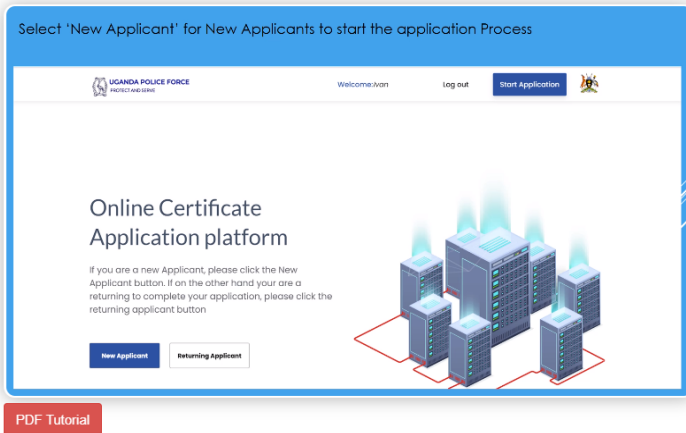
E-mail \*

Password \*

Forgot password? Click here.

**Sign in**

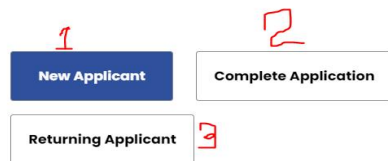
7. In case you forgot your password, click on the forgot password link to reset your password.



8. After logging in, the system will provide you with three (3) options as shown below.

## Online Certificate Application platform

If you are a new Applicant, please click the *New Applicant* button. If on the other hand you are a returning to complete your application, please click the *Complete application* button



### Please note:

- New Applicant** is for those who are starting the application process. This process will take you up to a level of making payment for the service you are applying for.
- Complete Application** is for those who have gone through part 1 (New Applicant) and have already paid for the services they are applying for.
- Returning Applicant** is only for those who are renewing their certificates after expiring.

## Step 1:

9. After clicking New Applicant Button, fill in all the personal details and all field with red star are mandatory. After entering all information click Proceed Button.

### PERSONAL DETAILS

Please Provide Your details

Citizenship	Select	*
Title	Select	*
First Name	Alex	*
MiddleName		
LastName	Smith	*
Telephone Contact		*
NIN		*
Date of Birth		*
Gender	<input type="radio"/> Male <input type="radio"/> Female	*
Height		*
Passport Number		
Issuing Authority		
Date of Issue		
Date of Expiry		*
Occupation		*
Marital Status	<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Divorced	*
Place of Residence		*
Country of Residence	Afghanistan	*
Reason For Certificate	Select	*

**Please Note!!!** : The details entered here will appear on your certificate, Ensure that you have entered correct information before proceeding

PROCEED

10. The system will open a payment page as shown below. Choose the service type you are applying for and the mode of payment. In the modes of payment, "Cash" means payment over the Bank counter. After click the Apply for service Button.

### Payment Details

Service Type	Certificate of Good Conduct
Payment Mode	Cash
Amount	76000
EmailAddress	daison.kiyombo@upf.go.ug
<b>Apply For Service</b>	

11. The system will provide a preview of the data you entered to confirm that it's the correct information. Where the information in the preview window is incorrect click the Back button to edit your data. But where the data is correct, then click the Submit Button.

**Note: This is the last chance to edit your information before it is submitted.**



## UGANDA POLICE FORCE SERVICE APPLICATION FORM

POLICE SERVICE

CERTIFICATE OF GOOD CONDUCT

APPLICATION NUMBER



FIRST NAME

*WANDA*

MIDDLE NAME

LAST NAME

*WANDA*

GENDER

MALE

CITIZENSHIP

UGANDAN

NATIONALITY

UGANDA

TELEPHONE CONTACT: 0777827155

OCCUPATION:

OFFICER

NIN

CM4578632478PL

DATE OF BIRTH

05-31-1990

MARITAL STATUS MARRIED  
 REFUGEE CARD NO:  
 LENGHT OF STAY  
 RESIDENCE NAGURU  
 COUNTRY OF RESIDENCE UGANDA  
 PAYMENT MODE CASH  
 AMOUNT 76000  
 BANK ANY BANK

PAYMENT STATUS **Not Paid**

Applicant's Signature:

BACK

SUBMIT

12.The system will generate a payment slip for you with a Payment Registration Number (PRN). Print it and take it to any bank for payment or pay with any other payment mode you chose in the previous stages. You will also receive an email with PRN details.

Your are required to print the Payslip, then make payments either in Bank or any other modes accepted by URA



Uganda Revenue Authority  
 DEVELOPING UGANDA TOGETHER

**Payment Registration Slip**

**For General Tax Questions**

Call our Toll Free  
 (256)41-7440000  
 Or log on to URA web portal  
<https://www.ura.go.ug>

NOTICE DT2074

Notice Date:10/05/2021  
 Taxpayer TIN

~~XXXXXXXXXX~~  
 NAGURU

Payment Registration Number  
**2210006788011**



**Payment Registration Details**

<b>Tax Head:</b>	UGANDA POLICE -> FINGER PRINTS -> CERTIFICATE OF GOOD CONDUCT		
<b>Amount(in UGX):</b>	76000	<b>Base Value (in UGX):</b>	76000
<b>Bank Name:</b> ANY	<b>Identity Proof Type:</b> National ID		
<b>BAF Serial Number:</b> N/A	<b>Identity Proof Number:</b> CM4578632478PL		
<b>Country of Registration:</b>	UGANDA		

**BANK STAMP AND ENDORSEMENT**

500/=	
200/=	
100/=	
50/=	
20/=	
10/=	
5/=	
<b>Total</b>	

Paid in by:	Contact Number
Signature	<b>SEARCH CODE:S79GZB8R4C85</b>

After payment to the bank, you can check the status either at the nearest tax office or URA web portal on [ura.go.ug](http://ura.go.ug). You are advised to use the search code given at the bottom of your payment registration slip to track the status. This payment registration shall remain valid until **31/05/2021**. After the expiry of this payment registration, you will not be able to use the same for effecting your payment at bank. You will be required to register your payment again. If this payment registration slip is lost or defected, you may reprint a copy from your email box or register another payment on the web portal

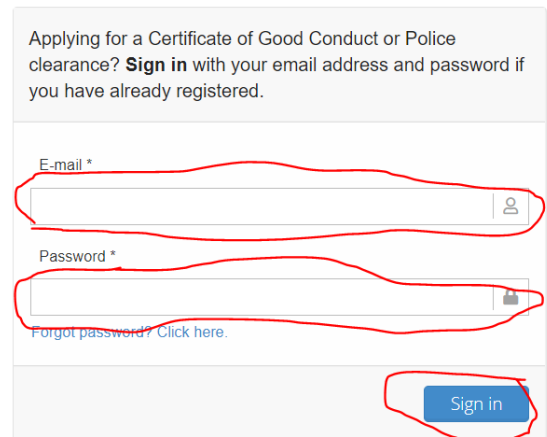
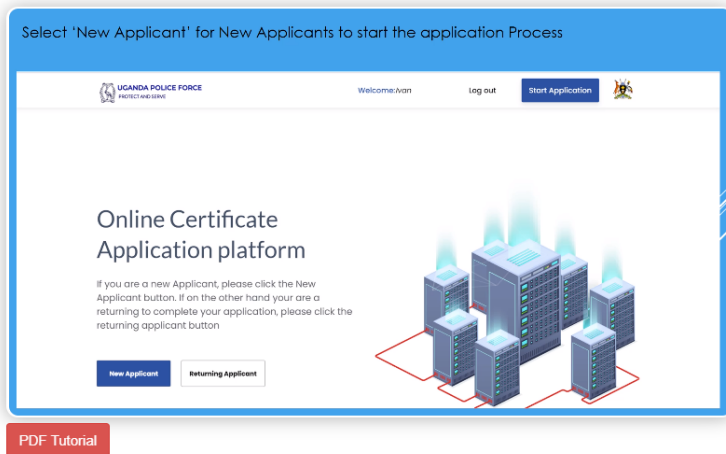
PLOT M 193/4 NAKAWA INDUSTRIAL AREA, URA TOWER, UPPER GROUND FLOOR, KAMPALA

**PRINT PAYS LIP**

After payment, you will receive an email message confirming your payment. And this is the last activity of the New Applicant process. Log out of the system.

## Step 2

1. Login in the system using your email and password you created as shown below



2. The system will open options page and choose the Complete Application button as shown below to proceed to booking



# Online Certificate Application platform

If you are a new Applicant, please click the *New Applicant* button. If on the other hand you are a returning to complete your application, please click the *Complete application* button



3. Select the application you paid for and click proceed as shown below.

**Please note: You will not be able to proceed if your application is not paid for.**

*select the application to complete*

Select Application

Proceed

4. The system will open a page with different options to choose from depending on what you wish to do as shown below.

Select Appropriately

Book for an Appointment    Print Receipt    Application Progress    Application Preview

Generate PaySLip

Book for an Appointment

5. Choose the Book for an Appointment option to book for your preferred date you wish to go to Interpol for Finger print capture. Select the date from the Calendar and click the Confirm Booking Button.

You will receive an email confirming the date that you have selected together with the requirements to go with.

**Please note: Do not select public holidays.**

Booking Successfully done, An email has been sent to you for more details

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Selected Date

**Confirm Booking**

### Guidelines for booking

- \* You cannot select previous dates, they are grayed out
- \* All dates colored green are already booked.
- \* Please do not select week end dates
- \* Select a preferable date, it will be previewed in the textbox below
- \* If the previewed date is the preferable date, proceed to confirm your booking
- \* After Successful booking, please create an account to enable you track the progress of your application

6. After Booking, click the Back to Main Page button for more options as shown below.

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Selected Date

**Confirm Booking**

### Guidelines for booking

- \* You cannot select previous dates, they are grayed out
- \* All dates colored green are already booked.
- \* Please do not select week end dates
- \* Select a preferable date, it will be previewed in the textbox below
- \* If the previewed date is the preferable date, proceed to confirm your booking
- \* After Successful booking, please create an account to enable you track the progress of your application

Self Service Options

- Regenerate Payment Details
- Back To MainPage**

7. Choose Print Receipt option to generate a receipt.

## Select Appropriately

- Book for an Appointment  Print Receipt  Application Progress  Application Preview  
 Generate PaySlip

Generate Receipt

The receipt below will be generated after clicking the Generate Receipt Button.

Print it as it will be required when you visit Interpol on your appointment date.



### Payment Receipt

For General Tax Questions

call our Toll Free

0800117000

Or log onto URA web portal

<https://ura.go.ug>

Notice DT-2079

Applicant's Name: ~~XXXXXXXXXX~~  
Residence: NAGURU  
Appointment Date: 20 May 2021

Notice Date: Monday, May 10, 2021

### Section A - Payment Information

Sr.No	Payment Registration Number	Tax head	Reference No.	Date of Payment	Amount
	2210006788011	UPS002	UPS002	1/1/0001	76000/=

### Section B - Official URA Representative

Authorized Signature

Designation of Signatory

Name of Signatory

Contact Number

This receipt has been issued for and on behalf of the Commissioner/Commissioner General

Address of the taxpayers jurisdiction office.

Payment Registraton Number:

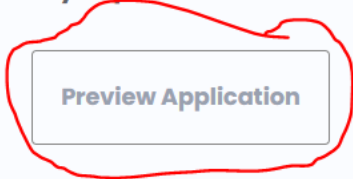


PRINT RECEIPT

8. Go back to main page and select the Application Preview option

### Select Appropriately

- Book for an Appointment    Print Receipt    Application Progress    Application Preview  
 Generate PaySlip



Also print this preview as it will be required on the day of your appointment.

  
**UGANDA POLICE FORCE**  
**SERVICE APPLICATION FORM**

POLICE SERVICE	CERTIFICATE OF GOOD CONDUCT
APPLICATION NUMBER	 * C C B R L E N F V E H *
FIRST NAME	
MIDDLE NAME	
LAST NAME	
GENDER	MALE
CITIZENSHIP	UGANDAN
NATIONALITY	UGANDA
TELEPHONE CONTACT:	0777827155
OCCUPATION:	OFFICER
NIN	CM4578632478PL

9. Go to the main page and choose Application Status option. This will help you to know the stage at which your application is at.

## Select Appropriately

- Book for an Appointment    Print Receipt    Application Progress    Application Preview  
 Generate PaySLip

Get Progress

## APPLICATION PROGRESS

- SUBMISSION
- PAYMENT
- BOOKED FOR APPOINTMENT
- FINGER PRINT CAPTURED
- APPLICATION PROCESSING
- PRINTING CERTIFICATE
- CERTIFICATE READY FOR PICK UP

### Applicants from outside Uganda

The process remains the same but the mode of payment is only by visa or master cards for the 30USD.

Then the applicant will have to send the original finger prints, scanned copy of the valid passport, scanned copy of the exit visa from Entebbe International Airport, an application letter addressed to Director INTERPOL and International Relations and a proof of payment e.g. copy of the payment receipt.

**PLEASE NOTE THE FOLLOWING:**

- Only those booked for a specific date will be worked on. In case you miss to appear on the date you booked, you will be required to re-book for another date.
- Those who will be found at or near the offices of Interpol on the dates not booked for will be arrested.
- On the day of appointment, you will be required to come with the following documents;
  - Two (2) passport size photos
  - Two (2) copies of your National ID or Passport
  - Copy of application preview printed from the system
  - Copy of Receipt printed from the system

**NB: The fees remain unchanged for the two certificates, that is 76,000shillings for the certificate of good conduct and 23,000 shillings for the police clearance.**

In case of any inquiries contact the following people;

<b>SSP MAYEGU MOSES</b>	<b>+256707358658</b>	<b>mayegumoses@gmail.com</b>
<b>ASP KANISA PROSCOVIA</b>	<b>+256757725628</b>	<b>proscovia.kanisa@upf.go.ug</b>
<b>ASP KARUHANGA GORDON</b>	<b>+256781404876</b>	<b>aruho100@gmail.com</b>
<b>SGT ANYERO YUVENT</b>	<b>+256755443320</b>	<b>ayuwen@yahoo.com</b>

**Directorate of Interpol & International Relations, Plot 12 Mabua Road, Kololo P.O. Box 34203, Kampala Tel: +2564114500698 Fax +256414 500696; Email: [interpol@upf.go.ug](mailto:interpol@upf.go.ug)**