

## Step-by Step guide to requesting the French police check form

Aide-memoire to completing Bulletin Numero 3 – Caisier Judiciaire National form

Click on this link - [www.cjn.justice.gouv.fr/cjn/b3/eje20](http://www.cjn.justice.gouv.fr/cjn/b3/eje20) which will take you to the Caisier Judicial National website.

The first page on this site has a grey/blue box divided into three by thin white lines.

In the third section it says: 'Vous êtes né(e) hors de France'.

*This section is for people born outside of France.*

Click on the line under that in blue, 'votre demande par courriel' – application by email.

A new page will open and this is the form you need to complete.

In para 3 click on 'Commencer la procédure'.

The questions are:

Civilité	Mrs/Mr/Mme
Nom de famille	Surname at birth
Forename(s)	
Nom d'usage	The name you are using now, eg married name
Your sex	M/F
Date of Birth	DD/MM/YYYY
Birth town	As stated in your Passport!
Country of birth	For UK nationals Royaume Uni – or to suit your circumstances
Father's surname	Father's forename(s)
Mother's maiden name	
Mother's forename(s)	
Your current address	
The number of copies of your record that you want. Please ask for at least <b>two</b> copies.	
Your contact email address	

If you haven't already done so, scan in the page from your passport with your photo and details, save it to your computer, and then upload it to the server (website programme).

Confirmation of receipt will arrive soon but if you are asked for further information you must reply from that email. To complete your application you will now need to reply to the email from Caisier Judiciaire National.

Open the email and again check that the information you have given is correct. It should be as this is a copy of what you have just submitted.

**DO NOT CHANGE ANYTHING.**

If there's an error you will have to abandon your application by clicking on 'cliquez ici' – click here.

Assuming everything is ok click on the reply button in your message system. When the reply box opens you need to attach a scanned copy of your passport. If you want to put any text in the body of your message try: Un image scanée de mon passeport est ci-joint – which is : 'a scanned copy of my passport is attached'.

With the scan of your passport now attached click Send ! Job done. Once sent do not try to register again for at least two weeks so as to give the system time to deal with your request. What you are waiting for in the post now is a nice blue form with a line across the middle. No Criminal Record! Thanks to Paul Mazzotti for putting this together.