



Police Clearance Instructions For Qatar Immigration



POLICE CLEARANCE INSTRUCTIONS

Updated September 2006

Please review the steps outlined below and contact the Qatar Support Office if you need clarification on any of these instructions...

- Please note that this entire process can take two months to complete...
- The STEPS below are for US Passport Holders that are Texas residents....
- All other US passport holders who are not Texas residents should go to their own local departments that will provide them with the necessary documents to get them to step six of the list below...
- Non-US passport holders should contact (by email) our TAMUQ Immigration specialist, Hala Abdul-Jawad for information specific to your country.
(Hala's contact information listed at the end of the steps)

STEPS FOR POLICE CLEARANCE: (REQUIRED BY QATAR IMMIGRATION)

Use Fedex, DHL or UPS when sending your documents to each location so you can track your package if needed

1. Get 4 sets of fingerprints from your local police department
(Tip: The Bryan Police Department provides fingerprint cards, but College Station does not)
You will need to sign ALL 4 copies prior to mailing them to the Department of Public Safety.
2. Mail the 4 signed copies of fingerprints along with the "Request for Criminal History Report" form (attached in this packet), a \$15.00 check or US money order (made out to the Texas Dept of Public Safety), and a self addressed return envelope.

Address: Texas Department of Public Safety, Crime Records Service
Attn: Criminal History Inquiry Unit
P.O. Box 15999
Austin, TX 78761

Phone: 512-424-2079
3. TX Department of State sends notarized police record and fingerprint cards back to Employee
4. Employee sends materials from DPS to the Texas Secretary of State for their notarization with the following: "Office of Secretary State" request form (attached in this packet), a \$15.00 check or US money order (made out to the Texas Secretary of State), and a self addressed return envelope.

Address: Texas Secretary of State
Notary Public Unit
1019 Brazos Street
Austin, TX 78701

Phone: 512-463-5705

5. Secretary of State sends notarized documents back to the Employee

 6. Employee sends all documents to the State Department in Washington D.C. to be authenticated with their request form (attached in this packet), payment, and a self addressed return envelope.

**Address: Authentications Office
 (A/OPR/GSM/AUTH)
 518 23rd Street, NW
 State Annex 1
 Washington, D.C. 20520**

Phone: 202-647-5002

 7. State Department in Washington D.C. sends documents back to the employee

 8. Employee sends all information collected so far to the US Embassy of Qatar in Washington D.C. to be attested along with a money order and pre-paid return envelope.

**Address: Embassy of the State of Qatar
 Legalization Section – Attn: Ameera Al-Hajari
 2555 M Street, NW
 Washington, DC 20037**

Phone: 202-274-1603 or 202-274-1600

 9. Qatar Embassy sends information back to employee

 10. Employee gives all returned information to Qatar Support Office.

 11. Qatar Support Office mails documents to TAMUQ for visa processing with Qatar Immigration.
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Contact Information for TAMUQ Immigration Specialist:

Ms. Hala Abdul-Jawad
EMAIL: hala.abdul-jawad@qatar.tamu.edu

Contact Information for Qatar Embassy Contact:

Ms. Ameera Al-Hajari
Phone: (202) 274-1642
Fax: (202) 237-9880
Email: AAI-Hajari@qatarembassy.net

USE THIS FORM IN STEP 2

REQUEST FOR CRIMINAL HISTORY

I, _____, am requesting a Criminal History for Texas A+M purpose.

Required information about me is as follows:

D.O.B.: _____

Sex: _____

Race: _____

SSN: _____

Driver's License No. : _____

Mailing Address of Applicant:

Contact Phone No.: _____

*need four copies
needs to be notarized*

Please mail the results to the following address:

Sincerely,

Signature _____ Date _____

Printed Name _____

TEXAS DPS DETAILS FOR STEP 2



TEXAS DEPARTMENT OF PUBLIC SAFETY
CRIME RECORDS SERVICE
Access & Dissemination Bureau



PROCEDURE FOR REVIEW OF PERSONAL CRIMINAL HISTORY RECORD

It is the policy of the Texas Department of Public Safety (DPS) that an individual or their authorized representative have access to and may receive a copy of their criminal history record information (CHRI). This policy is in compliance with Texas Government Code, Section 552.023.

FINGERPRINTS SUBMITTED ELECTRONICALLY TO DPS: The DPS has entered into an exclusive contract with Identix Identification Services (IIS) to provide statewide electronic fingerprinting. Fingerprint Applicant Services of Texas (FAST) are available by scheduling an appointment on-line at www.identix.com/iis or by calling 1-888-467-2080. Identix is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. The cost of this service is \$9.95 plus a \$15.00 fee for the CHRI. The results will be mailed to the address provided by the individual.

FINGERPRINTS SUBMITTED BY MAIL TO DPS: The individual or their authorized representative must submit a written request with the individual's signature. Please provide the information listed below on the written request. If you have any questions, please call (512) 424-2079.

1. WRITTEN REQUEST FROM THE INDIVIDUAL

- Statement of request that DPS search criminal history files for criminal record of the individual and provide results to the individual or another named party; and
- Individual's printed name, phone number and mailing address for response or name, phone number and address of other person to receive the response;

Or

WRITTEN REQUEST FROM AN AUTHORIZED REPRESENTATIVE

- Statement from individual whose record is to be searched that the requestor is an authorized representative.
- Statement of request that DPS search criminal history files for criminal record of the individual and provide results to the authorized representative.
- Printed name, phone number and mailing address of the authorized representative.

2. COMPLETED FINGERPRINT CARDS

- Following information regarding person whose record is to be searched, must be completed on the fingerprint card:
 - a) Printed last name, first name, middle name of individual, including all alias names.
 - b) Sex, race, date of birth.
 - c) Social Security number.
 - d) Complete, legible set of fingerprints on a DPS approved fingerprint card which may be obtained from a law enforcement agency or FAST provider near you. Visit www.identix.com/es or call 1-888-467-2080 to locate a FAST provider near you.

3. PAYMENT

- Enclose a \$15.00 check or U.S. money order made out to the Texas Department of Public Safety for each individual.
- Mail the written request, fingerprint card(s) and payment to: Texas Department of Public Safety, Crime Records Service, P.O. Box 15999, Austin, Texas 78761, Attn: Criminal History Inquiry Unit.

USE THIS FORM IN STEP 4

OFFICE OF SECRETARY OF STATE NOTARY PUBLIC UNIT

Request Form for an Official Certificate or Apostille on a Texas Notary Public
(Not for use for a request related to an adoption of a Child)

FROM

(Print or type your name and address)

Telephone No. _____

E-mail Address _____

For each document that has been notarized, please provide the following information. ***You must submit each complete original document for authentication with your request.*** Requests received without the document, or with photocopies of the original, will be rejected.

Name of Notary Public: _____

Commission expiration date: _____

Date the document was notarized: _____

Foreign country/consulate where the document is to be filed: _____

Number of Certificates/Apostilles _____

Fee amount enclosed (\$15.00 per Certificate/Apostille) _____

An appropriately sized self-addressed, stamped envelope or a pre-paid overnight envelope/airbill for the return of the documents.

Complete one form for each notary public rather than per document notarized by the same notary public. When requesting two or more Certificates/Apostilles remit one payment for the total amount. Payment should be in favor of the Secretary of State. If paying by credit card, include Form #2101 (Card, Payment Form). Mail your request to:

Texas Secretary of State
Notary Public Unit

P. O. Box 13375
Austin, Texas 78711

or

1019 Brazos Street
Austin, Texas 78701

In-Person Service

1019 Brazos, Room 214

Hours: 8:00 a.m. – 4:30 p.m. Monday – Friday (call for holiday hours)

Processing time is dependent on the number of in-person customers and the number of documents each has.

USE THIS FORM IN STEP 6

Authentication Cover Letter

Authentications Office
(A/OPR/GSM/AUTH)
518 23rd Street, N.W.
State Annex 1
Washington, DC 20520

Date: _____

Name: _____

Address: _____

Daytime Telephone Number: _____

Country Each Document will go to: _____

Fee is US currency of \$7.00 for each document to be processed, made payable to the **U.S. DEPARTMENT OF STATE**.

Number of Documents _____ X \$7.00= \$_____

Payment is enclosed: _____ Check# _____ or
_____ Money Order

Optional - Return documents by (please check if enclosed):

_____ Self-Addressed Stamped Envelope

_____ Overnight Delivery envelope of label (must have account #
pre-printed by the delivery company or have pre-paid postage stamp
from the delivery company)

Notes or Special Instructions:

