

ONLINE CLEARANCES **BOOKING REQUEST**

The Guardian, who is the Safeguarding Partner to various Organizations across the country, have made getting your clearances done, as easy as possible. There are various centres across the country where one can do biometrics, however these appointments must be pre-booked with us.

To book your slot, follow these 6 easy steps:

Step 1 (Request your Booking Online)

Click [HERE](#) to request your booking.

Step 2 (Consent Form)

Fill in and sign the consent form which is attached to this email in a separate attachment.

You will need to fill in all the information onto this form, and ensure you tick which checks you want done at the bottom of page 1. All 3 pages are to be signed/initialed (At the bottom right-hand corner of each page).

(Electronic signatures are permitted, however, typing your name in the document is not a valid form of “Electronic Signature”)

Step 3

Email the above consent form to sport@theguardian.co.za so we can finalize your booking

Step 4 (ID Copies)

Certify 2 copies of your ID – ID copies must be clear and legible including the picture, which must be visible. Front and back of ID card to be copied and certified.

Both these copies must show the original “certified” stamp on them, and certification must have been done within the last 3 months

DRIVERS LICENSE IS NOT ACCEPTED

Step 5 (Form 7 and Form 30)

Fill in and sign the attached form 7 (Page 2 of this document – the first 4 lines leave blank. Fill in the reason why you are doing the check in the last block on page 2 and sign the document). **THIS FORM MUST BE FILLED IN IN BLACK INK. THE DEPARTMENTS DO NOT ACCEPT TYPED OUT OR COPIED FORMS**

Fill in and sign the attached form 30 **THIS FORM MUST BE FILLED IN IN BLACK INK. THE DEPARTMENTS DO NOT ACCEPT TYPED OUT OR COPIED FORMS**

Fill in and sign the consent form for us to send an individual to drop off and collect your results once ready

Step 6

YOU ONLY NEED TO COURIER DOCUMENTS IF YOU ARE NOT IN DURBAN

Courier or Postnet the following:

- a. Original Consent form
- b. Form 7
- c. Consent form for our individua to drop off an collect your SOR application on your behalf
- d. Form 30
- e. 2x Certified ID copies

Postnet to Postnet Glenashley – ATT Roxy (081 038 6302) **OR**

Courier to door to: Unit 5; 376-378 Peter Mokaba Ridge; Berea ATT Roxy

PLEASE CONFIRM THE TRACKING NUMBER SO WE CAN FOLLOW UP

Once we have received your documents consent form via Email and online request, we will send you an invoice for payment. Payment needs to be paid on receipt so we can book your appointment.

We cannot submit any applications for results until the original paperwork has been received.

If your federation is paying for your clearances, please ignore the payment request.

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ADDITIONAL ASSISTANCE

If you have any questions, please contact sport@theguardian.co.za

Frequently Asked Questions

1. Fingerprint Centers are not authorized to take any payments. If you are asked to make payment, please contact us immediately.
2. Some centers update and change all the time, sometimes without notice. We cannot guarantee appointments, however, will do our best to accommodate you to the best of our abilities.
3. The only document you need to take with you on the day of fingerprinting is your **original** ID or Passport (Whichever document you used to register your online booking).

Certified copies of the above or an affidavit will not be accepted. You must present the original identity document to the technician.

4. Appointments must be booked at least 24 hours in advance to allow us the authority to access your fingerprints once they have been taken
5. Fingerprinting should not take you more than 5 minutes to complete
6. If, for whatever reason, you miss your appointment, or cannot make it, please let us know on email at least 24 hours in advance so that we can rebook. **All appointments need to be booked. even when rescheduling.** Failure to notify us of the cancellation, will result in a no show charge of R 260 excl VAT for each missed appointment.
7. Once your prints are captured, The Guardian will process the required checks and you will receive results (either electronically or on Safeguard) as follows
 - a. Criminal Check – 24-48 hours from submission (provided you do not have any previous convictions)
 - b. Sexual Offenders check – 10-21 Working Days from submission (This turnaround is not guaranteed as the Government processes these applications, not The Guardian).
 - c. Child Protection Submission – Will be submitted within 7-14 days provided the correct paperwork has been supplied. Results from Department of Social Development can take up to 12 months. This turnaround is not guaranteed as the Government processes these applications, not The Guardian.