

Ordering Instructions: Bermuda Criminal National Search – Subject (I)

Updated: November 9, 2022

This document explains how to complete the form for the Bermuda Criminal National search.

Source of Information

The Bermuda Criminal Record search is sourced from the Magistrate’s Court.

Additional information about the Magistrate’s Court is available at: <https://www.gov.bm/magistrates-court>

Information Required for the Order

In order to complete this search, you will need to provide:

- ✓ Your full name (including maiden names, if applicable)
- ✓ Date of birth
- ✓ Your complete current or last address in Bermuda
- 📄 Clear color copy of IDs: A complete and readable color copy of the passport information page (must include MRZ code). A copy of the passport page PLUS a Driver’s License is preferred.
- 📄 Completed Copy of Bermuda Crim-National Form
- 📄 Notice/Consent for Background Screening provided by the requestor
- 🚫 You will not need to make any payment for this search. This will be done by the service provider.

How to Complete the Form

The Magistrate Court Authorities have extreme requirements for completing the form.

The receipt number is for internal use. The top part of the form has been completed.

Fill in the information starting with **Please Print Below**.

Please Print Below

Full Name:	1		
	<i>First</i>	<i>Middle Name(s)</i>	<i>Last</i>
Maiden Name:	2		
Date of Birth (DD/Spell Month/YYYY):	3		
Current Address:	4		
Previous Address:	5		
Passport #:	6	Driver License #:	7
Phone Contact #'s Cell:	8	Home:	9

1. **Print your full name EXACTLY as it appears on the passport page.** You must include your first, middle, and last names if they all appear on the passport. The form will be rejected if your full name does not exactly match the name on the passport.
 2. List your maiden name. If you do not have a maiden name, list “N/A”.
 3. List your date of birth in the format of Day-Month-Year. The month must be spelled out. Example: 12 January 1980.
 4. List your complete current address (house number, street, city, state/province, and postcode).
 5. List your previous address (house number, street, city, state/province, and postcode). If you do not have a previous address, list “none”. If your current address is not a Bermuda address, then list your most recent Bermuda address here.
- Either your current or previous address must be a Bermuda address.

6. List your Passport Number.
7. List your Driver's License Number. If you do not have a Driver's License, list "N/A".
8. List your cell phone number. If you do not have a cell number, list "N/A".
9. List your home phone number. If you do not have a home phone number, list "N/A"
✓ the box marked "I authorize" and handwrite the name **Milika Seymour**

I will Collect: _____

I authorize: _____ to collect on my behalf.

Signature Section:

Signed **10** _____ Dated **11** ~~_____~~

10. A handwritten signature, in ink, is required. **The signature must exactly match the signature on the IDs submitted.**
→ **Digitally signed or electronically signed forms are not acceptable and will be rejected by the source.**
11. Do not list a date.

Submission Instructions

- ✓ Double-check that the copies of your identity document and this form are legible.
- ✓ The company will provide instructions for you on where and how to submit the form and IDs.



JUDICIAL DEPARTMENT - MAGISTRATES' COURT
DAME LOIS BROWNE EVANS BUILDING, 58 COURT STREET HAMILTON HM 12, BERMUDA

RECORD REQUEST FORM

Receipt# _____

I hereby request copies of **CRIMINAL** convictions (if any) for the period:

Please check one box

- 3** years to present **5** years to present **7** years to present
- from **1996** to present

Please Print Below

Full Name: _____
First Middle Name(s) Last

Maiden Name: _____

Date of Birth (DD/MM/YYYY): _____
Spell out Month

Current Address: _____

Previous Address: _____

Passport #: _____ Driver License # _____

Phone Contact #'s Cell _____ Home _____

I will Collect: _____

I authorize: _____ to collect on my behalf.

I understand that the research for this information takes approximately fifteen (15) working days, together with an administrative fee of \$10.00 per application.

Valid Color Photo ID is required.

Signed _____

Dated _____