I. **Certificate of No Criminal Record for Use in China**

Applies to:

A. U.S. citizen who requires proof of no criminal record from time spent in the U.S. as typically requested by Chinese employers.

B. Chinese citizen who lived in the U.S. and is returning to China for employment.

1. Go to the homepage of the state where you last resided.
2. Determine if a certificate of no criminal record will be issued by local police, courts, or FBI for that state.
3. Obtain certificate of no criminal record from local police, courts, or FBI in the U.S. This may require personal appearances in the U.S. and fingerprinting in the U.S. or China. Check with requesting authorities regarding the standard procedure for that state. In some instances you may need the State Secretary of State to certify the document with raised seals.
4. Forward certificate from local police, court, or FBI to State Department in Washington, D.C. for authentication. Appointments can be made from 10:00 AM to 1:00 PM.
5. Once the State Department seal is affixed on documents, take the documents to either the Chinese embassy in Washington D.C. or other Chinese consulates in the U.S. for authentication.
6. Submit the documents to the requesting entity.

Applies to:

C. U.S. citizens currently residing/who have resided in China. (Note, such U.S. citizens in China will likely also need to go through the above process as well.)

1. Determine minimum time period of residency in China as required by Chinese city to obtain proof of no criminal record. Ex: Beijing requires a minimum of 3 months of residency before proof of no criminal record can be issued.
2. Obtain “No Criminal Record” certificate from appropriate local police with jurisdiction over current or former residence in China.
3. Have certificate notarized by Chinese notary. Ex: Beijing Fang Yuan Notary Tel: 010-65538989
4. Give documents to requesting authority.

II. **Certificate of No Criminal Record from China for Use in the United States and Abroad**

Applies to:

A. American citizens who have lived in China.

B. Chinese citizens in need of “No Criminal Record” documents for use in the United States.

1. Obtain China police record and certificate of “No Criminal Record.”
2. Notarize documents by Chinese notary. Ex: BJ Fang Yuan Notary Tel: 010-65538989
3. Have Chinese Ministry of Foreign Affairs authenticate local notary’s signature. Tel: 010-6588-9761 Bus. Hours: 08:30-11:00
5. Give documents to requesting country

*The U.S. embassy does not provide fingerprinting services or endorse the services of any particular notary.
** See [http://www.state.gov/m/a/auth/c53215.htm](http://www.state.gov/m/a/auth/c53215.htm) for hours of operation, and for more information on requirements for apostille and authentication requirements.