



**WELGEVONDEN HOME OWNERS' ASSOCIATION**

Date: \_\_\_\_\_

Homeowner/resident name and surname: \_\_\_\_\_

Welgevonden Estate address and erf number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact number: \_\_\_\_\_

**REQUEST FOR CRIMINAL PROFILE VERIFICATION**

I \_\_\_\_\_

with identity number \_\_\_\_\_

as homeowner/resident of Welgevonden Estate hereby grant Brooke International CC permission to conduct a criminal profile verification on the person(s) as per Table A attached as Annexure A.

I am in possession of an employment / a pre-employment contract and consent forms signed by the applicant(s) as per attached Annexure B, giving consent as stipulated for a criminal profile to be conducted. This includes all matters where the applicant has been charged for a criminal matter, immaterial whether the applicant has been found guilty or not.

I take note that the result of the criminal profile verification will be dealt with professionally and will only be forwarded to me and Welgevonden Estate's risk and security manager, in order to protect the applicant's privacy, and for security reasons.

Signed: \_\_\_\_\_

Name and surname: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

***Information required and submitting instructions – please see the next page...***

## INFORMATION REQUIRED AND SUBMITTING INSTRUCTIONS

The following information must be forwarded to Brooke International concerning the applicant(s) for criminal profile verification:

- South Africans: Full names, surname and ID number, and copy of ID document.
- Foreigners: Full names, surname, date of birth, country of origin, passport number and copy of a valid passport. No asylum or refugee permits will be accepted.

Upon receipt of the application form and the individual's authorisation form with copies of the ID / passport, Brooke International will send an invoice to the e-mail address indicated on the *Request for Criminal Profile Verification* form. The cost is R138,00 (including VAT) per person.

Upon receipt of electronic proof of payment, Brooke International will start with the criminal profile verification procedure.

The result of the criminal profile verification will be dealt with professionally and will only be forwarded to the person requesting the service and Welgevonden Estate's risk and security manager in order to protect the applicant's privacy, and for security reasons.

### **E-mail address for submitting forms and proof of payment:**

- [admin@brookeinter.com](mailto:admin@brookeinter.com)

TABLE A

No.	Full names & surname of applicant	South Africans: ID Number, Date of Birth Foreigners: Passport Number, Country of Origin, Date of Birth
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**INDIVIDUAL'S AUTHORISATION FORM**

*To be completed by each applicant*

I \_\_\_\_\_  
(full names and surname) with ID/passport number \_\_\_\_\_

hereby give permission that Brooke International CC may do a comprehensive criminal profile verification on me. This include all criminal offences for which I was charged, immaterial whether I was found guilty or not.

I take note that the result of this verification will only be made known to my employer and Welgevonden Estate's risk and security manager. This is to protect my privacy, and for security reasons.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

