



**KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

Private Bag X9137, Pietermaritzburg, 3200  
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201  
Tel: 033 846 5533

Directorate: Human Resource Services

Enquiries: Mrs CN Khumalo

Email : [Nokuthula.luthuli@kzndoe.gov.za](mailto:Nokuthula.luthuli@kzndoe.gov.za)

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS AT HEAD OFFICE  
DISTRICT DIRECTORS  
HEADS OF SECTIONS/COMPONENTS OF HEAD OFFICE AND DISTRICT OFFICES  
CES: CIRCUIT MANAGEMENT  
CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS**

**HRM CIRCULAR NO 19 OF 2024**

**VETTING OF EMPLOYEES AT PUBLIC ORDINARY SCHOOLS-PHASE 2 AND 3**

1. In keeping with Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007, the Department of Justice and Constitutional Development had implemented the National Register for Sex Offenders (NRSO). The NRSO aims to, amongst others, protect children against sexual offenders by establishing and maintaining a record of persons who have been convicted of a sexual offence against vulnerable persons, which includes children and persons with mental disabilities. Persons convicted of a sexual offence are prohibited to work with or be placed in circumstances where they have access to vulnerable persons.
2. In this regard, employees who, in any manner and during their employment, will be placed in a position to work with a child or in a position of authority, supervision or care of a child will be required to be vetted against the NRSO. Whilst vetting is compulsory for all employees, the Department has, in view of its magnitude, has commenced with the vetting of employees attached to all public ordinary schools.
3. To be vetted against the NRSO, all employees attached to public ordinary schools must obtain a SAPS Police Clearance Report (PCR) in order to apply for the certificate from the Department of Justice and Constitutional Development on clearance from the NRSO.
4. Vetting of employees in public ordinary schools will be conducted in 3 phases, phase 1 for LSEN Schools. In Phase 2 we will be vetting primary schools. Secondary Schools will be vetted on phase 3. The vetting of LSEN Schools is already underway under HRM Circular No. 16 of 2023. Management plan for phase 2 and 3 is attached.
5. **Process for Applying for the SAPS Police Clearance Report:**
  - 5.1 Complete a SAPS 91 (a) – Fingerprint Form. (Attached)
  - 5.2 Pay the fee of approximately R85.



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- 5.3 Collect the Police Clearance Report from SAPS on the date specified by the SAPS member taking your fingerprints. The ID book must be taken on the day of application as well as on collection.

**6. Process for Applying for a Certificate from Department of Justice and Constitutional Development on Clearance from the NRSO:**

- 6.1 All employees, excluding Principals of Schools, will be required to apply for a Certificate for themselves utilizing the J738 Form "Application for Certificate by Person in respect of own particulars". Circuit Managers will apply for the Certificate on behalf of Principals of Schools utilizing the J739 Form "Application for certificate by Person/Licensing Authority/Relevant Authority in respect of particulars of another".

**6.2 Application for a Certificate in respect of Own Particulars on a J738 Form: All employees excluding Principals**

- 6.2.1 Complete and sign the J738-Form 7; (Form attached)  
6.2.2 indicate "*I am an employee at a school in the KZN Department of Education*" as reasons for applying for the certificate.  
6.2.3 Attach a certified copy of ID or Passport.  
6.2.4 Attach the original SAPS 69i (a) – Fingerprint Form as referred to in Paragraph 5 above  
5.2.5 Provide the full forwarding or postal address, contact numbers, e mail address and any contact details so that the certificate can be sent to them; an  
6.2.6 Circuit Manager must schedule and hand-deliver the completed forms to the Department of Justice in Durban or to any Magistrates Court in the District.

**6.3 Application for a Certificate by Person/Licensing Authority/Relevant Authority in respect of particulars of another: Circuit Managers on behalf of Principals of Schools**

- 6.3.1 Complete and sign the J739 Form 8; (Form attached)  
6.3.2 Attach a certified copy of ID or Passport of person on whose behalf an application is submitted.  
6.3.3 Attach the original SAPS 69i – Fingerprint Form as referred to in Paragraph 5 above of person on whose behalf an application is submitted.  
6.3.4 Provide the full forwarding or postal address, contact numbers, e mail address and any contact details of the person applying on behalf of another.  
6.3.5 Circuit Manager must schedule and hand-deliver the completed forms to the Department of Justice in Durban or to any Magistrates Court in the District.

- 6.4 All documents referred to above **must be submitted in an original format** and marked for the attention of the Registrar: NRSO.



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- 6.4.1 SGB paid staff will be required to make payment for their own documents. It is therefore compulsory that all SGB paid staff are vetted and certificates submitted to HR Support Services in the relevant District Office via the Circuit Manager.
- 6.4.2 A copy of the Certificate from the Department of Justice and Constitutional Development must be maintained at school whilst the original is forwarded to HR Support Services in the relevant District Office via the Circuit Manager. The Circuit Manager is advised to maintain a schedule of all Certificates submitted.

### 7 PROCEEDURE FOR CLAIMING FINGERPRINT FEE

- 7.1. Once employees receive fingerprint certificates from SAPS, as per 5.3 above, they must submit the original fingerprint certificate to the principal, proof of payment together with all other documents specified under 6.2 and 6.3.
- 7.2. The principal must submit all these documents to the district office via the CMC.
- 7.3. On receipt of the above documents, HRS will liaise with finance to re-imburse educators who have submitted proof of payment

***Please note the Department of Education will not be liable for Agency fees should employees choose to employ the services of an Agency for vetting purposes. The department of education will only pay the fee charged by SAPS across the Province.***

- 8 The vetting of all employees at public ordinary schools must be concluded by **30 November 2024**. A Management Plan in this regard is attached and must be strictly adhered to. Any contravention in this regard may lead to disciplinary action being instituted against the relevant party.
- 9 Please ensure that the contents of this Circular are brought to the attention of all relevant employees.

MR GN NGCOBO  
HEAD OF DEPARTMENT: EDUCATION

DATE: 4/7/24



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### **MANAGEMENT PLAN OF VETTING OF STAFF PHASE 2 & 3**

NO.	ITEM	RESPONSIBILITY	TIMEFRAME
1.	Schedule a meeting with districts and circuit managers on Vetting of employees	HRS	16/07/2024
2.	Workshop Schools on vetting	Circuit managers	17/7/2024
3.	Completion of SAPS 91(A) by all public ordinary schools at Police Stations	All school based staff and SAPS	19-31/7/2024
4.	Obtain SAPS 69i- Clearance certificates from SAPS	All school based staff and SAPS	1/9/2024
5.	Completion of J738 & J739 and submission of J738/J739 to Circuit office	Principals	1-30/9/2024
6.	Submission of J738/J739 to Department of Justice	Circuit Managers	2-13/9/2024
7.	Obtain NRSO Certificates from DOJ via Circuit Managers	All school based staff	31/10/2024
8.	Submission of original NRSO Clearance certificates to District HRSS	Circuit Manager	4/11/2024
9.	Submission of original NRSO Certificates to HRS	DD: HRSS	8/11/2024
10.	Evaluation of NRSO Certificates	HRS	11-15/11/2024
11.	Provide report on Certificates with negative feedback from Department of Justice	HRS	18/11/2024
12.	Forward report to Employee Relations for necessary action	HRS	19/11/2024
13.	Employee Relations finalize disciplinary action	Employee Relations	30/11/2024



## SOUTH AFRICAN POLICE SERVICE

TO BE COMPLETED IN BLOCK LETTERS

## ENQUIRY

Full name and surname.....		<b>OFFICE USE ONLY</b>	
Identity number <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"></table>		FIMS Enq. No. .... / .....	
Town and country of birth .....		Barcode No. ....	
Address .....		Received	Verify
Date of birth..... Race: <table border="1" style="display: inline-table; width: 50px; height: 20px; vertical-align: middle;"></table> Gender <table border="1" style="display: inline-table; width: 20px; height: 20px; vertical-align: middle;"></table>		FIMS	Validate
		Scan	SRE

Statement by the person whose fingerprints are taken: \* I have not been convicted of any offence. \* I have been convicted of (state place, date and sentence) .....

I unconditionally indemnify the South African Police Services and all its members, employees as well as the Government of the Republic of South Africa against any liability which results or may result from furnishing information in this regard.

Signature of applicant..... Cell phone no of applicant..... \* Delete which is not applicable

I certify that the above applicant's signature was placed on this form in my presence and his/her fingerprints taken by me. .... (Signature of official responsible)

Initials and surname..... Checked by ..... PERSAL no.....

Designation .....

Business address ..... (Street address)

LEFT THUMB	Reason for enquiry: ..... ..... ..... .....				RIGHT THUMB
Fold					

	Thumb	Forefinger	Middle finger	Ring finger	Little finger	
RIGHT HAND	1	2	3	4	5	RIGHT HAND
Fold						
LEFT HAND	6	7	8	9	10	LEFT HAND
Fold						

Left hand (Plain impressions of four fingers taken simultaneously)	Right hand (Plain impressions of four fingers taken simultaneously)



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## FORM 7

[Regulation 17(1)]

## APPLICATION FOR CERTIFICATE BY PERSON IN RESPECT OF OWN PARTICULARS

Section 44 of the Criminal Law (Sexual Offences and Related Matters)  
Amendment Act, 2007 (Act No. 32 of 2007)(the Act)

Date: .....

NOTE 1: In terms of section 44 of the Act an application for a certificate, stating whether or not the particulars of a person mentioned in the application are recorded in the National Register for Sex Offenders may be made by—

- (a) an employer in respect of an employee;
- (b) a licensing authority in respect of an applicant;
- (c) a relevant authority in respect of an applicant;
- (d) an employee contemplated in respect of his or her own particulars;
- (e) a person contemplated applying for a licence or approval to manage or operate any entity, business concern or trade in relation to the supervision over or care of vulnerable persons in respect of his or her own particulars;
- (f) a person contemplated in section 46(2) applying to become a foster parent, kinship care-giver, temporary safe care-giver or adoptive parent in respect of his or her own particulars; or
- (g) any person whose particulars appear on the Register in respect of his or her own particulars.

NOTE 2: A fingerprint report of applicant must be attached to this form (a fingerprint report can be obtained from any police station)

<b>1. PARTICULARS OF APPLICANT</b>		
Title:		
Full names and surname:		
Indicate any other surnames:		
Indicate any known alias or nickname:		
Profession or trade:		
Date of birth:		
Age:		
Identity number/ passport number:		
Driver's licence number:		
Home address/ Last known physical address:		
Any other contact details (including postal address):		
Telephone number:	Cell number:	E-mail address:
Type of sexual offence:		
Date and place of conviction:	Date:	Place:
Date and place of sentence:	Date:	Place:
Sentence imposed:		
Reason for applying for certificate:		

.....  
SIGNATURE OF APPLICANT (If application is not submitted electronically)



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## FORM 8

[Regulation 17(2)]

# APPLICATION FOR CERTIFICATE BY PERSON/ LICENCING AUTHORITY/ RELEVANT AUTHORITY IN RESPECT OF PARTICULARS OF ANOTHER

Section 44 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007)(the Act)

Date: .....

**NOTE 1:** In terms of section 44 of the Act an application for a certificate, stating whether or not the particulars of a person mentioned in the application are recorded in the National Register for Sex Offenders may be made by—

- (a) an employer in respect of an employee;
- (b) a licensing authority in respect of an applicant;
- (c) a relevant authority in respect of an applicant;
- (d) an employee contemplated in respect of his or her own particulars;
- (e) a person contemplated applying for a licence or approval to manage or operate any entity, business concern or trade in relation to the supervision over or care of vulnerable persons in respect of his or her own particulars;
- (f) a person contemplated in section 48(2) applying to become a foster parent, kinship care-giver, temporary safe care-giver or adoptive parent in respect of his or her own particulars; or
- (g) any person whose particulars appear on the Register in respect of his or her own particulars.

**NOTE 2:** A fingerprint report of the person on whose behalf this application is submitted, must be attached to this form (a fingerprint report can be obtained from any police station).

<b>1. PARTICULARS OF APPLICANT</b>		
<b>*1.1</b>	Title:	
	Full names and surname:	
	Profession or trade:	
	Identity number/ passport number:	
	Contact details (including postal address):	
	Telephone number:	
	Cell number:	
<b>*1.2</b>	Reason for applying for certificate:	
	If licensing authority or relevant authority as defined in the Act applies for certificate, please state	
	Name of licensing authority/relevant authority:	
	Business address of licensing authority/relevant authority:	
	Details of contact person applying on behalf of licensing authority/relevant authority:	
	Title:	
	Full names and surname:	
	Profession or trade:	
	Identity number/ passport number:	
	Contact details (including postal address):	
	Telephone number:	Cell number:
	Reason for applying for certificate:	

\*Delete whichever is not applicable

<b>2. PARTICULARS OF PERSON</b>		
Title:		
Full names and surname:		
Indicate any other surnames:		
Indicate any known alias or nickname:		
Profession or trade:		
Date of birth:		
Age:		
Identity number/ passport number:		
Driver's licence number:		
Home address/ Last known physical address:		
Any other contact details (including postal address):		
Telephone number:		Cell number:

.....

**SIGNATURE OF APPLICANT**

(If application is not submitted electronically)