

Letter of Authorisation

**To: Conducts & Criminal Records Office
(Department of Justice)
18 Triq is-Suq, Floriana FRN 1082**

In accordance with the provisions of Articles 13, 14 & 15 of Regulation (EU) 2016/679, the undersigned is making a request to the Director, Department of Justice to provide a copy of my Conduct Certificate whether in Form A or Form B to the mentioned person:

Details of person collecting certificate:

Name and Surname: _____

Identity Card number / Passport number*: _____

(*Passport number, only in case of non-Maltese – residence permit required if person exceeded three months in Malta and is in employment)

Details of the Person making request for Conduct Certificate:

Identity Card number / Passport number*: _____

(*Passport number, only in case of non-Maltese – residence permit required if person exceeded three months in Malta and is in employment)

Name and Surname: _____

Registered address in Malta: _____

Mobile Phone number: _____

Signature: _____ Date: _____

**(Signature must match the one on the document presented.
If this does not match, certificate will not be issued)**

Confidentiality Notice:

-The information, sketches, photos as well as any other attachments in this document are confidential and may also be legally privileged. They are intended only for the use of the named recipient. If you are not the intended recipient, please notify us immediately and then delete this document. Do not disclose the contents of this document to any other person, nor take any copies. Violation of this notice may be unlawful.

-Personal data communicated shall not be used for purposes other than those specified in the request for communication of data without the authorisation of the bodies communicating such data. Personal data collected in this form (name, surname, identity card number or passport number) is solely used for the purpose of providing the Conduct Certificate as indicated above according to Chapter 77 of the Laws of Malta and by authorized employees of the Department of Justice.

-Any data protection queries should be forwarded to the Data Protection Officer in writing or via e-mail on: info.justicedepartment@gov.mt

-The Data Controller is the Director, Department of Justice

-Without prejudice to the provisions of any law or regulation laying down specific rules on the processing or exchange of personal data in the context of police and judicial cooperation, transfer of personal data to foreign authorities may be made in accordance with the provisions of the Laws of Malta.

A COPY OF THE IDENTITY CARD OR PASSPORT OF THE PERSON REQUESTING THE CONDUCT CERTIFICATE MUST BE PRODUCED WITH THIS APPLICATION TOGETHER WITH THE ORIGINAL IDENTITY CARD/PASSPORT/RESIDENCE PERMIT OF THE PERSON COLLECTING SAME. WITHOUT A VALID IDENTITY CARD/PASSPORT/RESIDENCE PERMIT, THE CONDUCT CERTIFICATE CANNOT BE ISSUED.

E-mail : cro.doj@gov.mt