

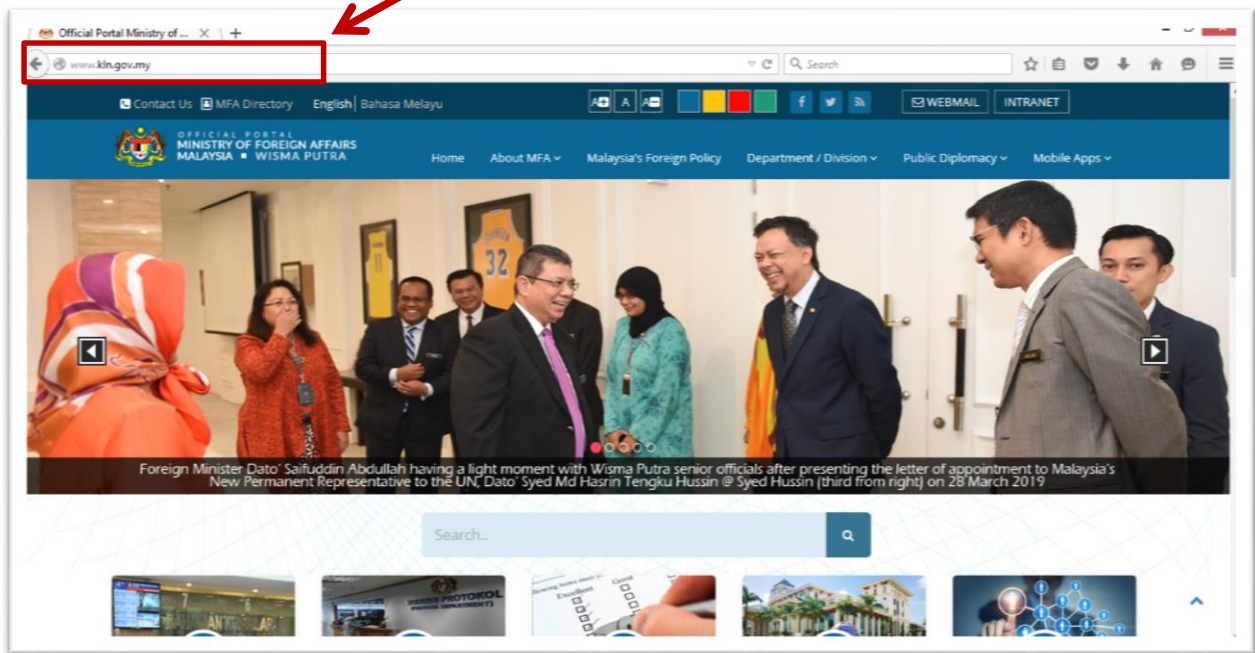
APPLICATION FOR CERTIFICATE OF GOOD CONDUCT

Please be informed that starting **1st July 2013**, application for the Certificate of Good Conduct (CGC) must be submitted online and the process would take approximately 1 to 2 months for approval. This is a new regulation set by the Royal Malaysian Police for security vetting.

How to apply:

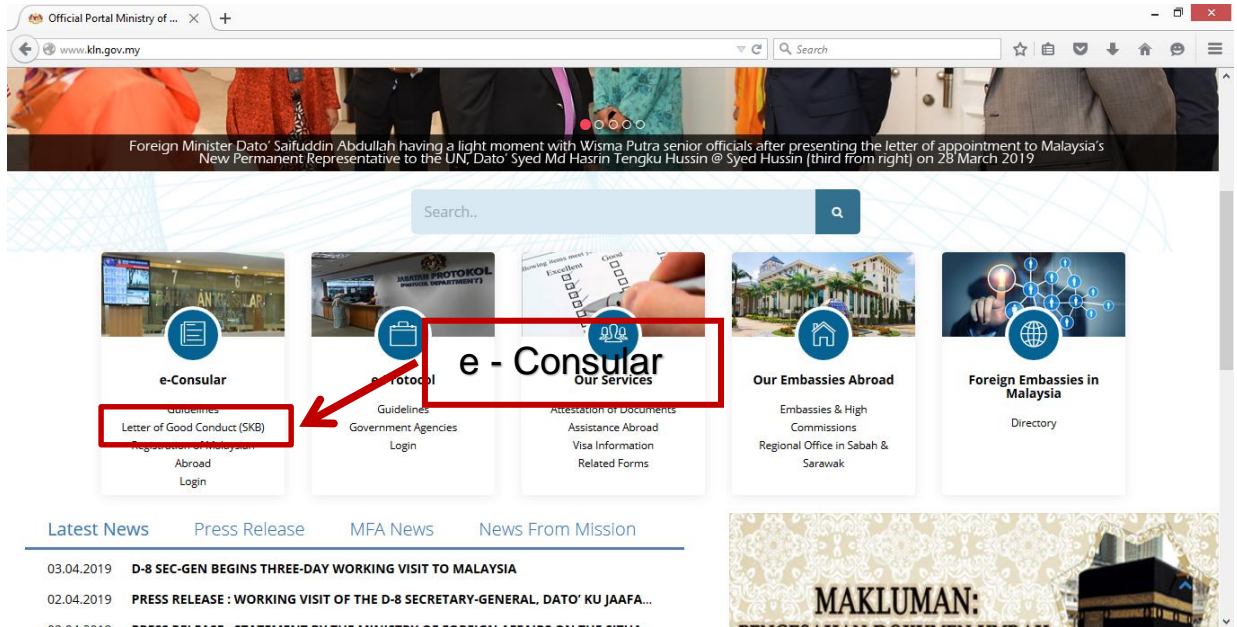
1. Visit the Ministry of Foreign Affairs, Malaysia website at this link:

www.kln.gov.my

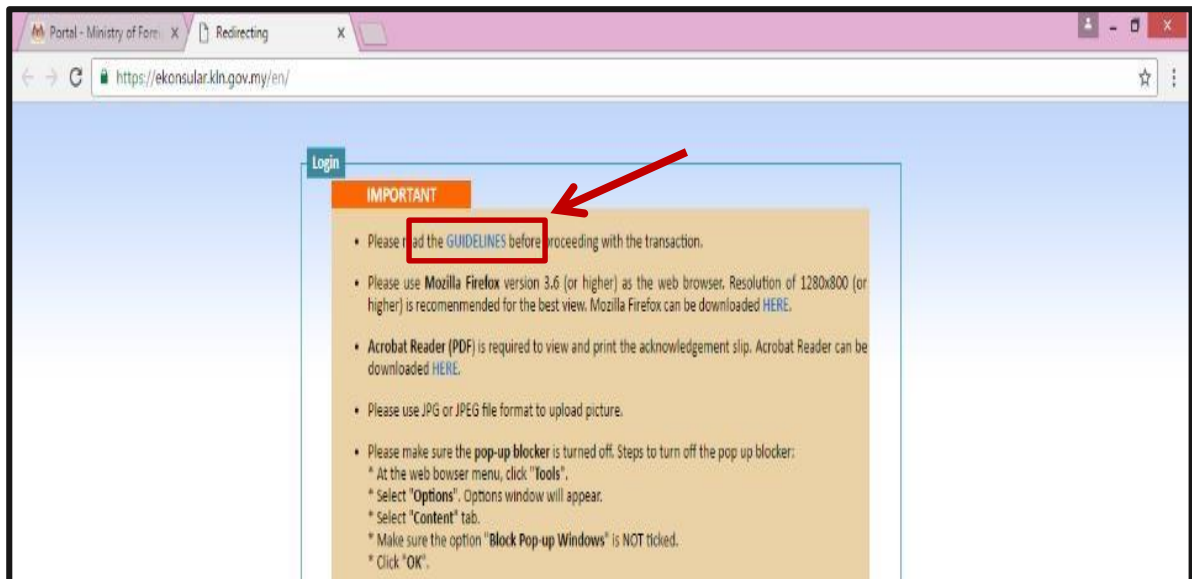


2. To access Certificate Of Good Conduct, follow instruction below :

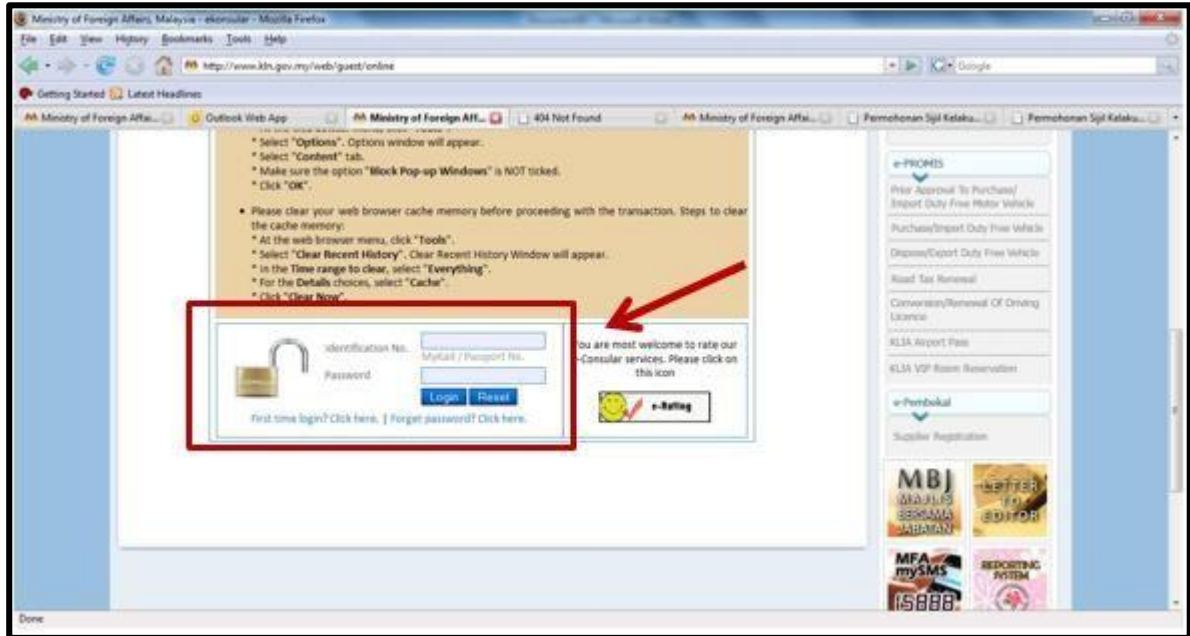
- Go to e-Consular service menu and click '*Letter of Good Conduct (SKB)*' link.



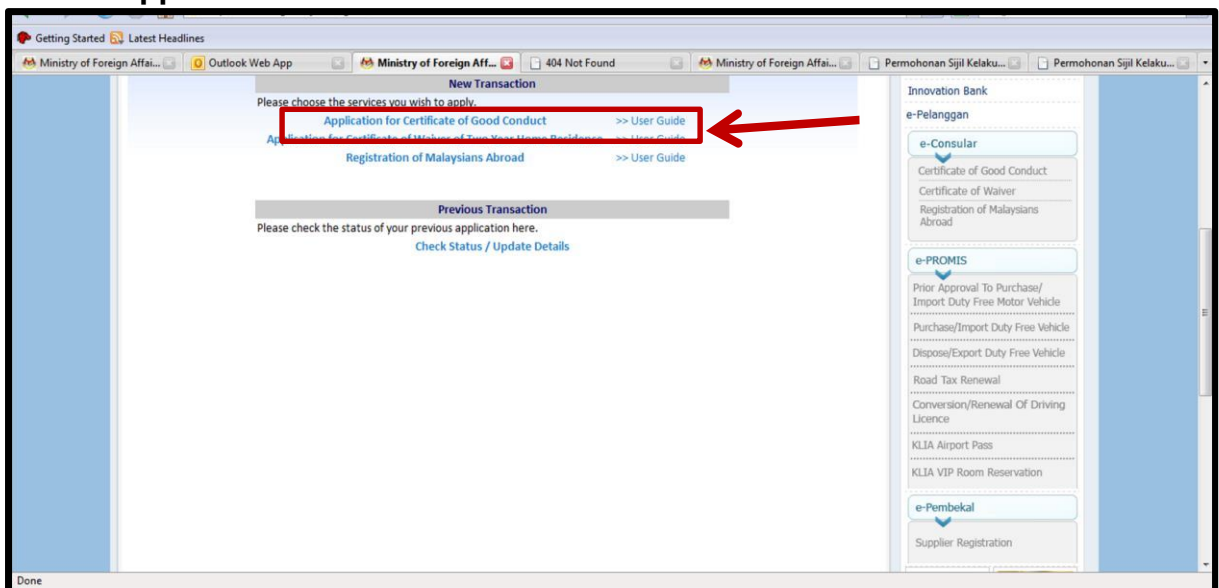
3. Read the **GUIDELINES** on procedure to apply for CGC.



4. Key in your **MyKad No/Identification No.** and **Password** (for registered user only)



5. Click **Application for Certificate of Good Conduct**



6. Fill in your **Personal Information**

Getting Started Latest Headlines
Ministry of Foreign Affairs, Malaysia... Certificate Of Good Conduct : Per...

APPLICATION FOR CERTIFICATE OF GOOD CONDUCT
MINISTRY OF FOREIGN AFFAIRS MALAYSIA

:: Personal Information Part 1 / 4

All fields marked with * MUST be filled in.
One of the fields marked with ** MUST be filled in.

Title	-- Please Select --	Identity Card No. *	<input type="text"/> (New)
Full Name *	<input type="text"/>	<input type="text"/> (Old)	
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Place MyKad issued (For Malaysian Only)	-- Please Select --
Nationality *	MALAYSIAN	Passport No. *	<input type="text"/>
Correspondence Address *	<input type="text"/> <input type="text"/> <input type="text"/>	Date Passport issued *	<input type="text"/> (Format: DD-MM-YYYY, eg: 31-01-2010)
Country	-- Please Select --	Holder of Passport *	MALAYSIA
State (For address in Malaysia Only)	-- Please Select --	Date Passport Expired *	<input type="text"/> (Format: DD-MM-YYYY, eg: 31-01-2010)
City (Leave the field blank if your city is not listed)	-- Please Select --	Date of Birth *	<input type="text"/> (Format: DD-MM-YYYY, eg: 31-01-2010)

Done www.kln.gov.my

7. Fill in the **Employer Information / Higher Education Information**

Getting Started Latest Headlines
Ministry of Foreign Affairs, Malaysia... Certificate Of Good Conduct : Em... Transaction Code

:: Employer Information Part 2 / 4

Please fill in your last employer information in Malaysia.

Occupation	<input type="text"/>
Name of Employer	<input type="text"/>
Address of Employer	<input type="text"/> <input type="text"/> <input type="text"/>
Country	-- Please Select --
State	-- Please Select --
City	-- Please Select --
Postcode	<input type="text"/>

:: Higher Education Information

Please fill in your last higher education information in Malaysia.

Name of Institution	<input type="text"/>
Address of Institution	<input type="text"/> <input type="text"/>

Done www.kln.gov.my

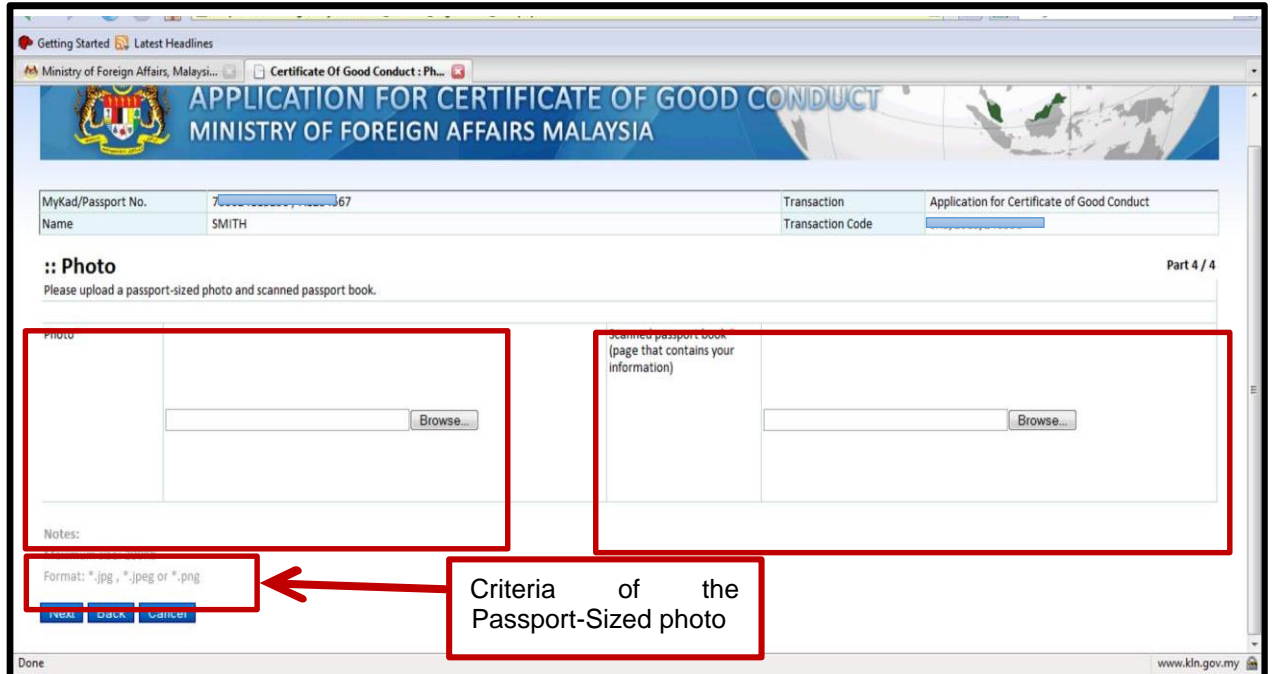
8. Fill in the **Purpose of Application**

The screenshot shows the 'Purpose of Application' step (Part 3 / 4) of the application process. The header includes the Ministry of Foreign Affairs Malaysia logo and the title 'APPLICATION FOR CERTIFICATE OF GOOD CONDUCT'. Below the header, there are fields for 'MyKad/Passport No.', 'Name', 'Transaction', and 'Transaction Code'. The main section contains a list of application purposes with checkboxes: 'Study', 'Employment', 'Citizenship Application', 'Accompanying Spouse / Parents / Guardian', and 'Permanent Resident'. There is also a text input field for 'Others. Please state'. A dropdown menu for 'Country requiring certificate' is set to '-- Please Select --'. At the bottom, there are 'Next', 'Back', and 'Cancel' buttons.

9. For Malaysians only: Upload your recent **Passport-Sized Photo** (please read the criteria for submitting the Passport-Sized Photo before uploading your photo)

The screenshot shows the 'Photo' step (Part 4 / 4) of the application process. The header is the same as in the previous step. Below the header, there are fields for 'MyKad/Passport No.', 'Name', 'Transaction', and 'Transaction Code'. The main section contains a text input field for 'Photo' with a 'Browse...' button. Below the input field, there is a box containing the photo upload criteria: 'Maximum size: 200Kb' and 'Format: *.jpg, *.jpeg or *.png'. A red arrow points from this box to a separate box containing the text 'Criteria of the Passport-Sized photo'. At the bottom, there are 'Next', 'Back', and 'Cancel' buttons.

10. For Non-Malaysians only: Upload your recent **Passport Sized Photo** and **Scanned Copy of Passport Book** (please read the criteria for submitting the Passport-Sized Photo before uploading your photo)



11. Click **SUBMIT** button to submit your application.
12. Print **APPLICATION ACKNOWLEDGEMENT SLIP** and keep it for reference and collection.
13. Check the status of your application using the **IDENTIFICATION NO.** and **PASSWORD** used in **STEP 4**.
14. For application with the status **CERTIFICATE IS READY FOR COLLECTION**:
 - 14.1 You may choose either to collect your CGC at the Consular Service Counter or to receive the CGC via postal service.

Collection of CGC at the Consular Service Counter

- 14.1.1 Collection of the approved CGC can be made at any Consular Service Counter in Putrajaya, Sabah, Sarawak or Malaysian Missions abroad.

- 14.1.2 Kindly bring along the following documents while collecting the CGC:
- 14.1.2.1 Application Acknowledgement Slip;
 - 14.1.2.2 Cash payment of **RINGGIT MALAYSIA TWENTY ONLY (RM20)** for payment made within Malaysia or **EQUIVALENT** to RM20 in local currency for payment made abroad. For the exact amount to be paid in local currency, kindly contact the Malaysian Embassies / High Commissions / Consulates nearest to you; and
 - 14.1.2.3 Letter of Authorization for collection on behalf of the applicant(s).

Request of CGC via postal service

- 14.1.3 Applicant who wishes to receive the CGC via postal service is required to submit the following:
- 14.1.3.1 Application Acknowledgement Slip;
 - 14.1.3.2 Bank Draft / Money Order of **RINGGIT MALAYSIA TWENTY ONLY (RM20)** payable to “**AKAUNTAN NEGARA MALAYSIA**” (for payment made within Malaysia) or equivalent to RM20 in local currency, payable to “**EMBASSY OF MALAYSIA / HIGH COMMISSION OF MALAYSIA / CONSULATE GENERAL OF MALAYSIA**” of that particular countries (for payment made abroad). For the exact amount to be paid in local currency, kindly contact the Malaysian Embassies / High Commissions / Consulates nearest to you; and
 - 14.1.3.3 An A4 size self-addressed envelope with sufficient stamp fee.
- 14.1.4 Documents requested in para 14.1.3 **MUST BE SUBMITTED** to ONE (1) of the following address :
- Ministry of Foreign Affairs
Wisma Putra,
Consular Division
No. 1, Jalan Wisma Putra
Precint 2, 62602 PUTRAJAYA
Attention : CGC Unit (Certificate of Good Conduct)

OR

Ministry of Foreign Affairs
Sarawak Regional Office
Tingkat 14, Bangunan Sultan Iskandar
Jalan Simpang Tiga
93300 Kuching, Sarawak

OR

Ministry of Foreign Affairs
Sabah Regional Office
Aras 7, Blok A
Kompleks Pentadbiran Kerajaan Persekutuan
Jalan UMS
88400 Kota Kinabalu, Sabah

OR

Any Malaysian Missions / Malaysian High Commissions
/ Malaysian Consulate General nearest to applicants.

- 15 For application with the status **INVALID DOCUMENT, PLEASE REFER TO CONSULAR DIVISION**, kindly contact Ministry of Foreign Affairs, Malaysia or the Malaysian Embassies / Malaysian High Commissions / Malaysian Consulates General abroad for further information.

For more information, please do not hesitate to contact us at the following:

Consular Division

Ministry of Foreign Affairs, Putrajaya

Telephone : +603 – 8000 8000
+603 – 8887 4311 / 4159 / 4100
Fax : +603 – 8890 4235
E-mail : skb_admin@kln.gov.my

Sarawak Regional Office

Ministry of Foreign Affairs, Kuching

Telephone : +6082 – 236146
Fax : +6082 – 236983
E-mail : pwsarawak@kln.gov.my

Sabah Regional Office
Ministry of Foreign Affairs, Kota Kinabalu

Telephone : +6088 – 220018
Fax : +6088 – 488518
E-mail : pwsabah@kln.gov.my

- 15.1 Contact information for Malaysian Embassies / Malaysian High Commissions / Malaysian Consulates General can be access through Ministry of Foreign Affairs website or click [HERE](#) for quick link.

NOTE:

- 1. With the introduction of this new system, all hardcopy documents are not applicable anymore. Instead, Malaysians would only need to upload their photo and non-Malaysians are required to upload their photo as well as scanned copy of passport.**
- 2. Applicants should not send cash payment via postal service.**
- 3. Applicant is advised to regularly check the application status through the Ministry's website.**
- 4. The Ministry of Foreign Affairs, Malaysia shall not be held responsible for any documents posted by applicants which are lost in transit.**