

Requirements for the application of a Certificate of Conduct

Branch	Days	Intake:	Pick-Up
Simpson bay By Appointment ONLY	Mondays, Wednesdays & Fridays	8:30 - 11:30 a.m.	Customers will be contacted via E-mail
Government Administration Building By Appointment ONLY	Tuesdays, Thursdays & Fridays	8:30 - 11:30 a.m.	Customers will be contacted via E-mail

Complete the following steps for the "Intake process":

1. In the URL, type <https://appointments.sintmaartengov.org/services> to book your appointment. Select **Customer Information–Certificate of Conduct Application**.
2. The form can also be downloaded from the Government of St. Maarten website via the link <http://www.sintmaartengov.org/government/AZ/psc/Pages/Certificate-of-Conduct.aspx>
3. Fill in all required information.
4. Under section **1.1**, "Address," the **applicant's current address** must be filled in.
5. Attach a colored copy of your valid passport.
6. Attach a detailed Certificate of registration (valid up to three (3) months). *Otherwise, this form can be obtained from the Civil Registry Department for a cost of ANG. 17.50.*
7. Pay the non-refundable administrative fee of ANG. 50.00 at Tax Administration/Receiver's office located at both branches. Note: **Please have your CRIB # at hand to complete this payment.** Payment can also be made with your WIB Bankcard or select credit cards.

Other important information:

- ✓ The completed application form must be **dated on the date of submission**.
- ✓ A "Power of Attorney" is required when applying on behalf of an applicant—attached a copy of a valid form of identification of the authorized person.
- ✓ Once notified of a decision, the Certificate of Conduct can be collected at the branch where the application was submitted.

Pick-up process:

- Proof of payment (receipt from the Receiver's Cashier);
- A valid identification card or passport;
- Authorization letter.