

Documents to Apply for a Certificate of No Criminal Conviction

(revised: Dec. 30, 2020)

About China Immigration Documents: For samples and descriptions of China immigration documents, see [here](#).

Missing a Document? If you don't have *original* of each document on this list, don't worry. But please tell us why you don't have it. We'll discuss what to do. Some documents may not apply in your case. Some documents are just suggested, not required. Or there may be alternative acceptable documents.

Additional Documents? Of course, feel free to provide to us for review any additional document you feel may be useful in your case, even if it's not listed.

Document Formats: Please provide your documents to us in PDF format. For each document, such as a passport or work permit, please arrange all pages in order in a single PDF. This will help us to review your documents quickly and accurately. For technical help, see our [Client FAQ](#), "How can I manage documents in PDF format?"

How to Send Documents: By email to Jim@LawAndBorder.com with attachments up to 10 MB per email; or ask our firm for an invitation to upload documents to a confidential, encrypted online folder.

1. Passports:

- a. All passports used during periods you want the CNCC to cover: Provide copies of the ID page, pages with China entry and exit stamps, residence permits (居留证), and visas. (For Shanghai CNCC applications, provide copies of all pages, including blank pages).
- b. Current passport: Provide a copy of the ID page, even if you did not use the passport during periods you want the CNCC to cover. (For Shanghai CNCC applications, provide copies of all pages, including blank pages).

Note: A PDF of a passport should show adjoining passport pages together on the same page of the PDF, like this:



2. For Hong Kong, Macau, and Taiwan residents:

- a. Taiwan Compatriot Permit (台胞证) card issued by the PRC Ministry of Public Security, if applicable
- b. Home return permit (回乡证), if applicable
- c. Hong Kong or Macau ID card, if applicable
- d. China Work Permits for Taiwan, Hong Kong, and Macao Residents (台港澳人员就业证), if applicable.

3. For former Chinese citizens:

- a. A copy of your hukou (户口) booklet
- b. A copy of your hukou cancellation certificate

4. All temporary Residence Registration Forms (TRRFs or 临时住宿登记) filed with a local police station or hotel during the period you want covered by the CNCC. Please note that registration is required by law within 24 hours of the following events:

- a. Moving in
- b. Issuance by the Public Security Bureau (PSB) in mainland China of a new visa or residence permit
- c. Re-entry to the country with a visa (but not a residence permit)

5. If you were authorized to work in China during the period to be covered by the CNCC:

- a. Labor contracts
- b. Alien employment permits (外国人就业证), Foreign Expert Certificates (专家证), work permits (工作许可), or notice of cancellation of one of these documents.
- c. Tax documents (only if you are applying for a Shanghai CNCC):
 - i. Tax bureau receipts showing payment of individual income tax (个人所得税)
 - ii. Tax payment list, showing that tax payments were not required due to income level (纳税清单)
- d. Letter from your employer confirming that you did not commit any crimes during your period of work or study in China (if you already have this)

6. If you held a student visa or residence permit for study:

- a. Diploma or other certificate showing completion of your course(s) of study
- b. Transcripts (if you already have this)
- c. Student ID cards
- d. Letter from your school confirming that you did not commit any crimes during your period of work or study in China (if you already have this)

7. Documents related to your foreign visa application or employment background check:

- a. If you are applying for a U.S. visa and you have already filed online a Form DS-260, Immigrant Visa Application ([sample](#)), or Form DS-160, Nonimmigrant Visa Application (for K-1 fiancée) ([sample](#)), provide a copy. As you can see from the samples, we would like copies of the actual form with questions and answers, not just the “confirmation” that the form has been filed online.
- b. If foreign immigration authorities or a foreign employer has issued you a written request for the CNCC, provide a copy.

8. **Previously issued CNCCs for the same city:** If you were previously issued a CNCC for the same city, please give us a copy.