



**INTERNATIONAL
COMMUNITY
SCHOOL**

SECURITY

Private Family Employees/Household Staff Police Clearance Process

ICS security procedures require a police background check for household staff to receive an ICS campus ID badge. All family household staff must provide an Ethiopian police clearance.

In order for household staff (e.g. nanny, driver) to obtain an ICS ID badge, we require the following:

If Ethiopian national:

- Completed ICS ID application form (can collect an application at the main reception)
- A copy of a personal ID (local kebele ID, driver's license, passport or residence ID)
- A completed Ethiopian police background check (see below)

If non-Ethiopian:

- Completed ICS ID application form (can collect an application at the main reception)
- A copy of a passport AND
- A copy of residence ID

How to obtain an Ethiopian police background check:

- Household staff member will complete a police clearance request letter.
- Household staff member must take the request letter to the Police Forensics Office, near the Immigration Office, opposite the entrance to the Black Lion Hospital.
- You will need to bring the completed request letter, a recent photo and the cost is approximately 10 birr.
- The Forensic Office will take fingerprints and advise when to collect their clearance certificate (usually within a day or two).
- Then submit a copy of the clearance certificate to ICS reception and receive your ICS ID badge.

Vehicle Registration

For security reasons all vehicles parking around the ICS campus are required to have an ICS sticker. The list of authorized vehicles and drivers will be kept at the security office for reference.

- Only the listed vehicle and drivers will be allowed to park around the ICS campus.
- The vehicle sticker should be stuck on the right side windshield of the vehicle.
- If there is a change of drivers and/or vehicles please notify ICS Security and obtain a new vehicle sticker if you have a different vehicle.

To register your car and driver please visit security at the main gate.