

Apostille for your Police Clearance Certificate

A step-by-step guide for EuroTruck Jobs drivers | eurotruckjobs.co.za

Why you need it

Lithuania will not accept your South African Police Clearance Certificate (PCC) on its own. It must carry an **apostille** – a certificate from the Department of International Relations and Cooperation (DIRCO) confirming the document is genuine and legally valid abroad.

Before you start – three rules

1. The PCC must be the **ORIGINAL**, signed and stamped by SAPS. Copies are rejected.
2. It must be **no older than six months** when DIRCO receives it. Do not apply for your PCC too early – it will expire while you wait.
3. **DIRCO does not charge a fee.** The legalisation service is free. You only pay for courier or travel.

Two ways to do it

Option A – EuroTruck Jobs handles it	Option B – you handle it yourself
You courier the original PCC to us and we submit it to DIRCO on your behalf. DIRCO requires agencies acting for clients to submit by courier only, so allow 3–4 weeks. Post to: EuroTruck Jobs / DIRCO PostNet Suite 108 Private Bag X15 Menlo Park, 0102	Since 1 September 2026 DIRCO no longer accepts walk-in clients. You must book an appointment online first (no bookings on Wednesdays). With a booking, up to 5 documents are usually done the same day. Bring your ID and your booking confirmation e-mail. Go to: DIRCO, Legalisation Section OR Tambo Building 460 Soutpansberg Road Rietondale, Pretoria 0084

If you courier it yourself

A **cover letter is compulsory** for every couriered submission. Page 2 of this document is that cover letter, already filled in for a police clearance going to Lithuania. Print it, complete the blank fields by hand, sign it and put it in the envelope together with your original PCC.

The most common reason for rejection is a blank ‘country of destination’ field. On page 2 it already says Lithuania – do not delete it.

Include a **prepaid return courier waybill** so DIRCO can send the document back to you. DIRCO does not pay return postage.

Useful contacts

Legalisation Section: legalisation@dirco.gov.za

Official information and online booking: dirco.gov.za/legalisation-services

Questions about your EuroTruck Jobs application: info@eurotruckjobs.co.za

This guide was prepared by EuroTruck Jobs and reflects DIRCO information as at September 2026. Rules and turnaround times can change – always check dirco.gov.za before you send anything. Latest costs and timelines for the whole process: eurotruckjobs.co.za/checklist

COVER LETTER FOR SUBMITTING DOCUMENTS TO THE DIRCO LEGALISATION SECTION

Submission address:

Department of International Relations and Cooperation (DIRCO)

Attention: Legalisation Section

OR Tambo Building, 460 Soutpansberg Road

Rietondale, Pretoria, 0084

Applicant details

Full names and surname _____ (compulsory)

Company / Agency / Proxy _____ (if applicable)

Phone _____ (compulsory)

E-mail address _____ (compulsory)

Date _____

Dear Sir / Madam

LEGALISATION OF OFFICIAL (PUBLIC) DOCUMENTS

Kindly legalise the documents as indicated in the table below:

	COUNTRY OF DESTINATION*	TYPE OF DOCUMENT	NAME ON THE DOCUMENT
1	LITHUANIA	Police Clearance Certificate	
2			
3			
4			
5			

*Country for which the document is required. **CANNOT BE BLANK.**

E-mail address to receive notification for collection:

Sincerely,

Signature: _____