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| Request for a letter of Good Standing   |  | | --- | | 1. Update form (downloaded from [www.sace.org.za](http://www.sace.org.za) under registration)  * Completed on both side * Signed and Dated | | 1. A formal request, indicating the reasons for requesting a letter of good standing | | 1. Identity Document  * Both side of the ID if it is a smart ID card * Non-SA citizens: A valid passport | | 1. Proof of Payment:  * R400.00 * SACE annual fees must be up to date. * The letter will not be issued if there are any outstanding annual fees. Go to [www.sace.org.za](http://www.sace.org.za), click on **pay here** to see how much you owe on annual fee. You can make payment for both annual fee and the R400 request fee. * go to [www.sace.za](http://www.sace.za), click on pay here to make a payment * The email received from SACE must be attached as proof of payment * Alternatively, you can pay at the bank or via EFT and attach proof of payment with your request * No postal orders will be accepted * SACE banking details can be found on the SACE website | | 1. A certified copy of a valid South African Police clearance certificate from SAPS  * The PCC must not be older than six months or less at the time of request * Only Police clearance certificate from SAPS will be accepted (Not from Afiswitch or any other service provider) | | 1. A current testimonial letter from a school in South Africa  * The letter must not be older than three months at the time of submission to SACE. * The letter must be on the school’s letter head, dated, signed and stamped. * The letter of Good Standing will not be issued to teachers who never thought in South Africa or did not teach in SA for a period of one year or more | | 1. The letter will be issued within 30 days of request | | **Note that:**   * All copies must be certified including the Police clearance certificate; * Certification must be original and clear; * Certification must state true copy of original; * Certification must be dated and the date not be older than 3 Months at the time of submission. | | **All enquiries must be forwarded to info@sace.org.za** | |