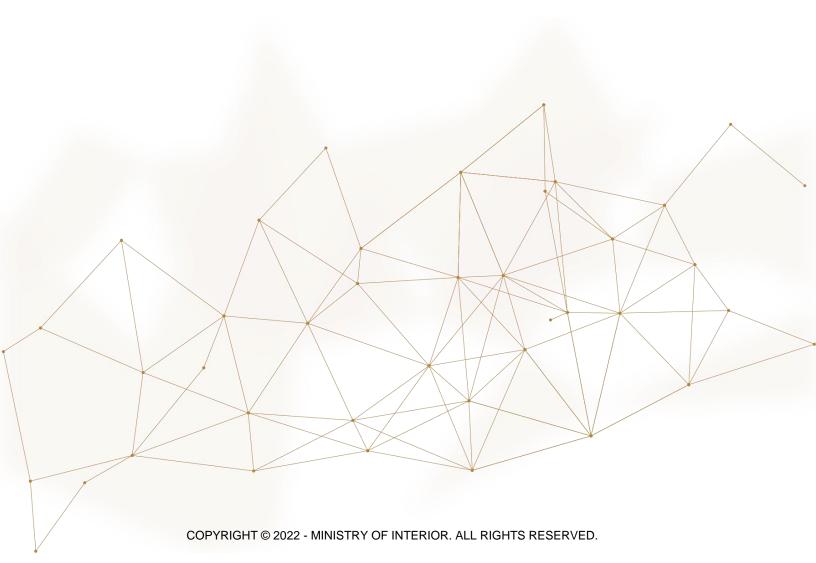
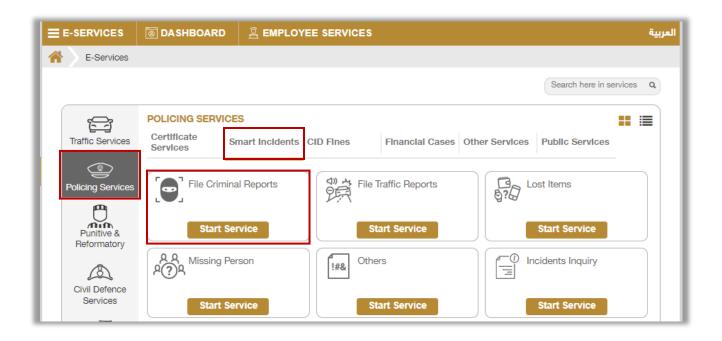
## **File Criminal Reports**

## Moi Services Website User Manual



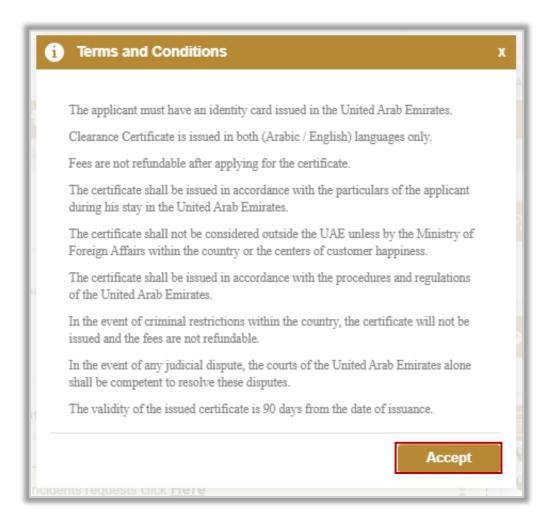
## 1. Access to the Service:

The **File criminal Reports** service is available on the list of **smart incidents** services that fall under the **policing services**.



## 2. Service Steps:

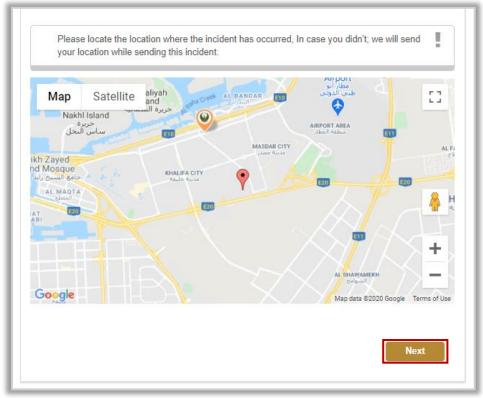
1.Read the terms and conditions carefully then click on **Accept** button.



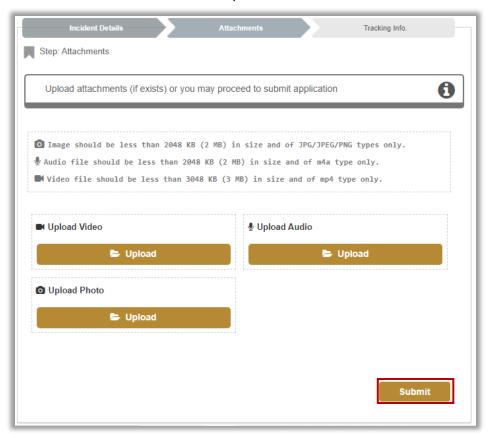
- 2. Enter the **incident details**, which include the following:
- 2.1. Personal data which includes applicant's **name**, **mobile number** and **Email** displayed automatically, then enter **incidents details.**



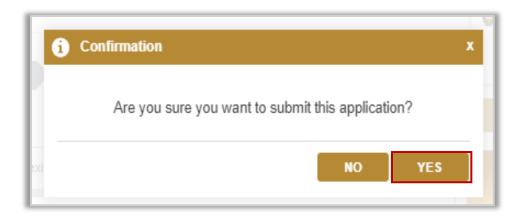
2.2. Locate the location where the incident has occurred then click on **Next** button.



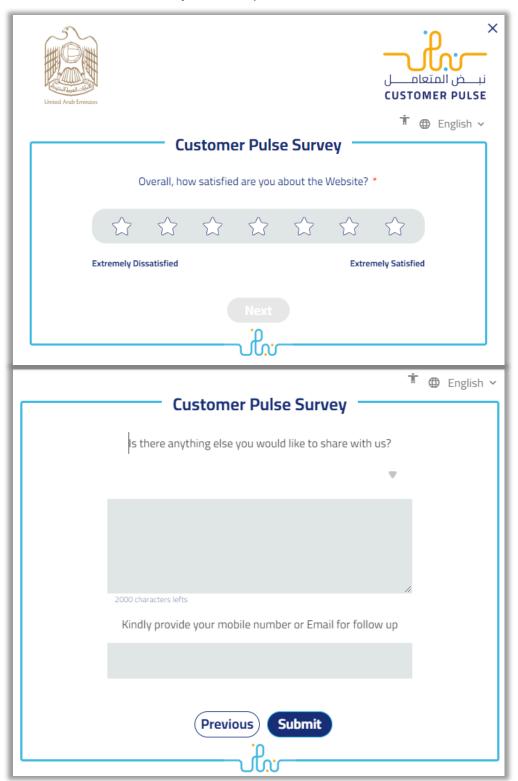
3. Upload attachments (if exists) then click on **submit** button to complete the process.



4.Confirmation message will be displayed to move to the next step click on yes button.



5. You can evaluate your experience in obtaining the service through the customer **pulse** survey screens shown below.



6. Your request has been sent successfully, and request number is displayed for follow up later.

