



FOR OFFICIAL USE

RECEIPT # \_\_\_\_\_

DATE \_\_\_\_\_

N# \_\_\_\_\_

**SAN JOSE POLICE DEPARTMENT  
POLICE CLEARANCE LETTER**

In order to obtain a Police Clearance Letter, you must provide proof of identification and pay the current fee (listed on our website) per letter.

Clearance Letter Fees can be found on our website: [http://www.sjpd.org/Records/Fees\\_Public\\_Safety.asp](http://www.sjpd.org/Records/Fees_Public_Safety.asp)

Requests for clearance letters will not be accepted without proof of identification. Please complete the following information and forward to the Services and Communications supervisor.

1. Name of Consulate (for VISA Clearance Letter) \_\_\_\_\_
- OR**
2. Immigration Number (Green Card) for Letter to Immigrations: \_\_\_\_\_
3. Your name: \_\_\_\_\_
4. Other Name(s) Used: \_\_\_\_\_
  - a. Nicknames: \_\_\_\_\_
  - b. Maiden name: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_
7. Social Security Number: \_\_\_\_\_
8. Current Address: \_\_\_\_\_
9. Previous Address: \_\_\_\_\_
10. Work Phone: Area Code (\_\_\_\_) Number: \_\_\_\_\_
11. Home Phone: Area Code (\_\_\_\_) Number: \_\_\_\_\_

**\*\*The Police Clearance Letter will be mailed directly to your current address.\*\***

**IMPORTANT: Immigration Clearance Letters are mailed directly to the United States Immigration and Customs Enforcement, if there is a San Jose Police arrest record.**

