



City of Madison Police Department

211 S. Carroll Street
Madison, Wisconsin 53703

Records Requests
Phone: 608-266-4075
608-266-4969

Accident Reports
Phone: 608-266-4072
Fax: 608-267-1117

*****CLEARANCE / VISA LETTER REQUEST*****

Requests may be made in person at the records window or by U.S. Mail only. Please use this form if you are requesting by mail.

Requestor: _____

NAME _____ DATE OF BIRTH _____

OTHER NAMES USED, SUCH AS MAIDEN NAMES _____

DRIVER'S LICENSE # OR STATE ID _____ STATE OF ISSUE _____

ADDRESS _____

CITY, STATE, ZIP _____

DAYTIME PHONE NUMBER _____

Request is being made for a City of Madison Clearance Letter Visa Letter

All clearance letters will be Notarized.

When submitting a request for a Clearance or Visa letter by mail, please include prepayment of \$9.00 and a photocopy of your government issued ID, such as a drivers license, state ID, or passport.

Prepayment must be received before we process your request. Your request will not be processed without payment. Processing time is usually about 1 week if request is by mail, twenty minutes if done in person at the Records counter.

Our Mailing address is:
Madison Police
GR 10 (Clearance Letter)
211 S Carroll Street
Madison, WI 53703

If the request is to be mailed out of the continental United States, please include a stamped, self-addressed envelope with your request.

For internal use only: Date Received _____