



Seattle Police Department Clearance Letter Request

PLEASE PRINT LEGIBLY

Name of Requestor: (Person filling out form)

Name of person requiring a clearance letter: (If different from requestor)

Mailing Address (address/city/state/zip) <i>The clearance letter will be sent to this address</i>

Phone #

Other names legally used: (maiden name, legal name change, etc)	Birth Date

X		<input type="checkbox"/> I want the letter mailed <input type="checkbox"/> I will pick up the letter on the next business day after 2:00.
Requestors Signature	Today's Date	

Instructions

Complete the form with all required information and present the form in person at SPD Public Request Unit located at 610-5th Ave., Seattle, 98104. Payment of \$22.50 (notarized) or \$17.50 (non-notarized) must be made in the form of cash, check or money order. You may also mail the completed form along with a photocopy of identification and the aforementioned payment to:

Seattle Police Department-PRU, P.O. Box 34986, Seattle WA. 98124-4986.

Questions? Call 206-684-5454

Official Use Only-Do Not Write Below This Line			
Request Received:	<input type="checkbox"/> Counter <input type="checkbox"/> Mail	Received by: (Ser#) _____	
ID Verified: _____	Disclosed by: (Ser#) _____	Date: _____	
Letter mailed through USPS:	<input type="checkbox"/>		
Letter placed in will call:	<input type="checkbox"/>		