



Citrus Heights Police Department
 6315 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-5500

Application for Clearance Letter

Letter needed for (check one): Adoption Travel Other: _____

If a notarized copy of this letter is required, it is the responsibility of the applicant to arrange for notary service. Please advise staff if you will be utilizing a Notary.

Delivery Method: Mail Pick-Up

APPLICATION INFORMATION

LAST NAME: _____ FIRST NAME: _____ Middle Initial _____

ALIAS: _____ DATE OF BIRTH: _____

EYE COLOR: _____ HAIR COLOR: _____ HEIGHT: _____ Weight: _____

SEX: MALE FEMALE DRIVER'S LICENSE NUMBER _____ STATE: _____

RESIDENCE ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CITIZEN'S SIGNATURE: _____ Date: _____

Please contact us to verify your clearance letter is available for pickup. Your clearance letter will be ready for pickup within (2) business days, unless specified above that you wished the letter to be mailed to you.

The clearance letter for travel purposes and other miscellaneous purposes will only show that the applicant has no outstanding warrants with Citrus Heights Police Department.

The clearance letter for adoption purposes will show that the applicant has no outstanding warrants and that the applicant has no criminal history with the Citrus Heights Police Department.

******* FOR DEPARTMENT USE ONLY *******

REQUEST PROCESSED BY: _____	DATE: _____
DISTRIBUTION COMPLETED BY: _____	DATE: _____