



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

Application for Clearance Letter

Payment of \$44.00 is due in advance.

In order to obtain a clearance letter, you must have lived, or currently live as an adult, in the City of Citrus Heights.

The clearance letter will show that the applicant has no outstanding warrants and no criminal history with the Citrus Heights Police Department only, from June 2006 to present.

☐ Adoption ☐ Travel ☐ Other : _____ Delivery Method: ☐ Mail ☐ Pick-up

APPLICATION INFORMATION

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

ALIAS: _____ DATE OF BIRTH: _____

EYE COLOR: _____ HAIR COLOR: _____ HEIGHT: _____ WEIGHT: _____

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

CURRENT RESIDENCE ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CITRUS HEIGHTS RESIDENCE ADDRESS (if different): _____

CITY: _____ STATE: _____ ZIP CODE: _____

YEARS AT CITRUS HEIGHTS ADDRESS: _____ FROM: _____ TO: _____

SIGNATURE: _____ DATE: _____

If a notarized copy of this letter is required, it is the responsibility of the applicant to arrange for a notary service as one will not be provided by the Police Department. If you will be utilizing a Mobile Notary Service, please advise the Records staff of the appointment date and time.

The response will not include any other information regarding the applicant compiled by this agency, criminal history, or outstanding warrants from any other law enforcement agency. To obtain a statewide criminal history record please contact the California Department of Justice.

The records check is based only on the identifiers provided by the applicant.

The clearance letter will be ready for pickup within two (2) business days unless the "mail" delivery method is selected above.

*** FOR DEPARTMENT USE ONLY ***

REQUEST PROCESSED BY: _____ DATE: _____

DISTRIBUTION COMPLETED BY: _____ DATE: _____