

CLEARANCE LETTERS

AKA: Local Arrest Checks
Police Clearance Certificate
Police Certificate

WHAT ARE THEY?

Why do individuals need them?

APPLICATION

What is on the form?
In person or by mail?
Releasing to another individual?
Acceptable ID
Certified/Notarized

LOCAL ARREST RECORD CHECK or CLEARANCE LETTER REQUEST
City of Phoenix, Arizona

NAME BEING SEARCHED:
Name: [Redacted]
M.A. Number: [Redacted]
Address: [Redacted]
City/State/Zip: [Redacted]
Date of Birth: [Redacted]
Signature: [Redacted]
Date: [Redacted]

Dallas County Sheriff's Department
131 W. Broadway Boulevard, LB-39
DALLAS, TEXAS 75202-4272
LUPU VALLEY, DALLAS COUNTY SHERIFF'S OFFICE

Telephone: 972-651-2900 Fax: 972-651-2920
Please do not take any property and return to the office with a receipt. Items are only held for the amount of time stated on the receipt. Items are not returned without a receipt. Items are held until the receipt is received. Items are not returned without a receipt. Items are held until the receipt is received.

NAME: [Redacted]
ADDRESS: [Redacted]
CITY/STATE/ZIP: [Redacted]
DATE OF BIRTH: [Redacted]
SIGNATURE: [Redacted]
DATE: [Redacted]

CITY OF MADISON POLICE DEPARTMENT
1111 Locust Street
Madison, Wisconsin 53702
Phone: 608-265-6711 Fax: 608-265-6711
TDD: 608-265-6711

"CLEARANCE / VISA LETTER REQUEST"
Request can only be made in the name of the U.S. (USA) only. There can be no fee for this request by mail.

Name: [Redacted]
Address: [Redacted]
City/State/Zip: [Redacted]
Date of Birth: [Redacted]
Signature: [Redacted]
Date: [Redacted]

City of Plano Department
Application for Local WDA Clearance Letter

U.S. Resident Alien and Immigrant applying for citizenship and U.S. return traveling abroad who are required to check their status to present a Police Certificate on their Clearance Letter as proof of criminal record. This letter may be required for federal agencies, foreign governments, for a variety of reasons including WDA applications, adoptions, U.S. Immigration, foreign employment such as foreign consular appointments, employment, etc.

The City of Plano Department will review the records and provide a letter regarding any noted information concerning whether they are listed within 70 days. If processing time of 45-60 days for the letter the application is submitted. A government record please US. A request.

The City of Plano Department only requires to determine the criminal status city level. You will need to get additional letters from other law enforcement agencies if you lived or worked in those jurisdictions.

Do you need your record reviewed? YES NO

Applicant Name _____
 Also list aliases/known _____
 Current Mailing Address _____
 City _____ State _____ Zip _____ Phone _____
 Date of Birth _____ CID (optional) _____

The undersigned certifies the record to be marked and/or based on an additional party other than the individual above.

Name _____ Title _____
 Address _____
 City _____ State _____ Zip _____

The applicant certifies the records to be: Mailed Forward Call for Pick Up

Applicant Signature _____
 The applicant hereby applies to receive a clearance letter of the criminal record.

PLANO POLICE DEPARTMENT
POLICE RECORDS DIVISION

SEARCHED INDEXED SERIALIZED FILED

NOV 1 2018

PLANO, TEXAS

PLANO POLICE DEPARTMENT
POL BOX 300308
PLANO, TX 75085-0308

Example

RESULTS OF REQUEST

Minneapolis, MN
Clearance Letter



Plano, TX
Clearance Letter



Monroe County
Clearance Letter



Plano, TX
Local Arrest Record



ACCEPTABLE ID

Valid US Government Issued:	Valid Governmental ID from other Countries:	2 nd ID:
State DL	Passports	Photo?
State ID	Is it verifiable?	Signature?
Military ID	Is it in a language you can understand?	Either or?
Passport		
Alien Registration		

VERIFYING ID

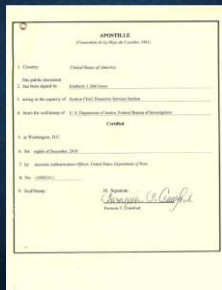
Call the closest consulate or embassy from the country of origin.

You may not be able to verify the number but you will be able to find out what security features to look for.

www.sos.state.tx.us/border/intlprotocol/embassies

NOTARIZATION, CERTIFICATION & APOSTILLE

Notarized
Certified
What is apostille?



LOCAL ARREST LOG ENTRY

SharePoint Form

LOCAL Arrest Log - Mtnck	
Person History	Alerts
Change Permissions	
Share	
Manage	Actions
Records Assistant Details	
Last Name	
First Name	
Mobile Name	
Alt. Mobile / Other Name	
DOB	1/23/1979
Age	39
Manager	Johnnie Wilson-jwilson
Address	1000
City/State	1000
Created	11/1/2018 8:23 AM
Send to Clear Records	

VERIFICATION OF ARREST

Verification of Arrest Plano Police Department

Date: 11/01/2018
 Incident Number: 1818-17003

Arrestee [Redacted]

DOB: 07/23/1979 RACE: W SEX: M Citizenship: US

Address: [Redacted]

City and State: 10000 TX

Arrest Date: 10/30/2018
 Release Date: 10/30/2018
 Release Fee: 0.000

Charges

48.0201 PC Unlawful Carrying Weapon
 48.0202 PC H&C Possession of Weapon & 2 D2
 18.02040A OTHER ARREST WARRANT

THANK YOU!