



CITY OF LOS ALTOS POLICE DEPARTMENT  
 1 N. San Antonio Road, Los Altos, CA 94022  
 Tel: (650) 947-2770 Fax: (650) 947-2704  
 Web: www.losaltospolice.org

# Clearance Letter Application

Date:

A Clearance Letter is provided for the following situations:

If you require a visa to travel outside the US for employment, school, church or adoption purposes or if you have a letter from US CIS specifying your fingerprints were rejected and that you need a police clearance letter.

Clearance letters are processed within 3-5 days, sealed and handed to you. **If your letter is required to be notarized the arrangements are your responsibility.** When a local search determines a criminal record exists, the letter is processed and mailed directly to the consulate, embassy or agency requiring this information.

**Note: The \$46.00 Clearance Letter Application fee is due upon submission and is non-refundable.**

**Section 1: Applicant Information**

Full Name:  First:  Middle:  Last:

Los Altos Address:  Street:  City:  Zip:

Dates Resided in Los Altos:  Month:  Year:  To:  Month:  Year:

Current Address:  Street:  City:  Zip:

Date of Birth:  Drivers License/Passport:

Daytime Phone:  Email:

**Section 2:**

How many original Clearance Letters are needed?  **Note:** There is no fee for copy of your original.

Notary?  **Note:** Each original letter with notary will be an additional fee.

**Section 3:**

Please provide a complete address of the Consulate or Embassy the letter needs to be mailed. In cases when the letter needs to be sent in care of another agency, both addresses must be provided:

Provide full Address:

Additional Address:

*Office use only below this line*

\_\_\_\_\_  
Date Application Received

\_\_\_\_\_  
Received by: Name/Department