



Capitola Police Department Background "Clearance" Letter Request

Clearance letters issued by the Capitola Police Department are based solely on local criminal history information contained within the City of Capitola Police Department's records management system. The Capitola Police Department is not authorized to run statewide criminal history background checks for clearance letter purposes.

You must apply for statewide criminal history background checks by contacting the California Department of Justice directly. Such requests are available at <http://oag.ca.gov>.

To facilitate prompt and accurate processing, all information provided must be complete, accurate, and truthful. Applicants will be required to present valid photo identification and/or documentation establishing legal authority or representation.

The Capitola Police Department will provide notification by telephone or electronic mail when the requested document is available for retrieval.

Requested By: _____ Date: _____

Agency Represented/Company Name: _____

Mailing Address: _____ Telephone #: _____

E-Mail Address: _____

☐ BACKGROUND CHECK/CLEARANCE LETTER

Name: _____ Date of Birth: _____

AKA: _____ Driver's License: _____ State: _____

Purpose of Request: _____

I declare under penalty of perjury that I am:

Signature _____

FOR OFFICE USE ONLY

COMPLETED BY: _____ / _____
Initials/Badge# Date

NOTIFIED BY PHONE: _____
Date / Time

MAILED: _____
Date



Date Received Stamp & Badge #