



**SAN JOSE POLICE DEPARTMENT**  
BUREAU OF ADMINISTRATION  
Operations Support Services Division  
(408) 277-4141  
<https://www.sjpd.org>



**OPERATIONS SUPPORT SERVICES DIVISION  
POLICE CLEARANCE LETTER REQUEST — INSTRUCTIONS AND APPLICATION**

**ELIGIBILITY**

Police Clearance Letters are issued only for purposes related to immigration or international travel.  
You must be a current or former resident of the City of San José to submit a request.

**REQUIREMENTS**

- A copy of valid government-issued photo identification must be included with your request.
- A non-refundable fee of \$24.00 per letter is required.
  - Checks must be made payable to "City of San José."
- The completed Police Clearance Letter will be mailed to the current address you provide on the request form.

**NOTE:** If a San José Police Department arrest record exists, Immigration Clearance Letters will be mailed directly to the United States Department of Homeland Security – Citizenship and Immigration Services (USCIS).

**REQUEST FORM APPLICATION**

**Please provide all required information below. Select the reason for your Police Clearance Letter request.** *Providing a consulate name or immigration (A) number is optional unless specified for your request type. However, if a San José Police Department arrest record exists, a consulate name or agency must be provided for processing.*

☐ **International Travel:** Name of Consulate or Agency (Required if a record is found)

\_\_\_\_\_

☐ **Visa Immigration:** Immigration number (optional): \_\_\_\_\_

1. Full Legal Name: \_\_\_\_\_

2. Other Names Used: -Nicknames: \_\_\_\_\_ - Maiden Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_ 4. Driver's License #: \_\_\_\_\_ 5. Social Security #: \_\_\_\_\_

6. Current Address: \_\_\_\_\_

7. Previous Address: \_\_\_\_\_

8. Work Phone: \_\_\_\_\_ 9. Home Phone: \_\_\_\_\_

**SUBMITTING YOUR REQUEST**

Mail your completed request form, payment, and a copy of your photo ID to:  
San José Police Department  
Operations Support Services Division  
201 W. Mission Street  
San José, CA 95110

**FOR OFFICIAL USE**

Validation # \_\_\_\_\_

DATE \_\_\_\_\_

N# \_\_\_\_\_