



City of Atascadero
POLICE DEPARTMENT

**Atascadero Police Department
 Letter of Good Conduct / Clearance Letter Request**

Date: _____

Name as it appears on Driver's License: _____

Atascadero Address: (must be within City limits) _____

Phone: _____ Driver's License #: _____ State: _____

Date of Birth: _____ Email: _____ (Optional)

Approximate date needed for the letter: _____

(You will be provided the status within 10 calendar days of the date requested)

Does this letter need to be notarized? **YES \$47.00** **NO \$37.00**
Notarized Letter Fee Letter Fee

**YOU WILL BE NOTIFIED WHEN YOUR LETTER IS AVAILABLE.
 FEE PAYABLE VIA CASH OR CHECK ONLY UPON PICKUP.**

***This inquiry only pertains to records maintained by the Atascadero Police Department.
 It does not include any involvement with any other law enforcement agencies. ***

_____ Attach copy of Driver's license with request

ATPD RECORDS USE ONLY

Request processed: _____ Initials _____

Notary Scheduled: _____ Initials _____

Completed for Pickup: _____ Initials _____

Rev 03/24

Working together to **serve**, build **community** and enhance **quality of life**.