



CITY OF ATASCADERO POLICE DEPARTMENT

"Dedicated to Professional Service"



Robert Masterson
Chief of Police

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 letter need to be notarized?

YES \$45.00

NO \$35.00

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 _____