Seattle Police Department

Clearance Letter Request

PLEASE PRINT LEGIBLY

Name of Requestor: (Person filling out form)

Name of person requiring a clearance letter: (If different from requestor)

Mailing Address  (address/city/state/zip)  The clearance letter will be sent to this address

Phone #

Other names legally used: (maiden name, legal name change, etc)  Birth Date

X

Requestors Signature  Today’s Date

☐ I want the letter mailed
☐ I will pick up the letter on the next business day after 2:00.

Instructions
Complete the form with all required information and present the form in person at SPD Public Request Unit located at 610-5th Ave., Seattle, 98104. Payment of $22.50 (notarized) or $17.50 (non-notarized) must be made in the form of cash, check or money order.
You may also mail the completed form along with a photocopy of identification and the aforementioned payment to:
Seattle Police Department-PRU, P.O. Box 34986, Seattle WA. 98124-4986.
Questions?  Call 206-684-5454

Official Use Only-Do Not Write Below This Line

Request Received:  ☐ Counter  ☐ Mail  Received by: (Ser#)__________________

ID Verified: _________  Disclosed by: (Ser#)___________  Date:__________________

Letter mailed through USPS:  ☐

Letter placed in will call:  ☐