



Request for Letter of Good Conduct

Phone 480-350-8598

Tempe Police Department
120 East 5th Street Tempe, Arizona 85281

The check being conducted by the Tempe Police Department is a local criminal records check for the City of Tempe **ONLY**. It is not a check of any other law enforcement agency's records.

Instructions:

1. Complete this form and include a valid picture ID. (Incomplete forms will delay processing)
2. A request for a Letter of Good Conduct can be made by mail or in person at any Tempe Police Department Lobby.
3. **Fee:** \$10.00 (Cash, money order or verifiable check accepted)
4. A certified Letter of Good Conduct will be provided listing any results but does not include copies of reports, arrests or citations.
5. Requests will be completed within 5-7 business days.

REQUESTOR'S INFORMATION (please print legibly)

Date:					
Last Name:		First Name:		Middle Name:	
Current Address:			Apt. #:		
City:		State:		Zip:	
Social Security Number:			Date of Birth:		
Home Phone:			Cell Phone:		
Request Reason:					
All previous Tempe addresses:					
1.					
2.					
3.					
All previous names used (Maiden, Alias, Nicknames, Etc....)					
1.			2.		
3.			4.		

PLEASE CHECK ONE

Mail my request Will Pick-up

Mail completed letter to:

POLICE DEPARTMENT USE ONLY

Received by:		Date:		Receipt #	
RECORDS USE ONLY					
RMS Check Completed <input type="checkbox"/> Positive <input type="checkbox"/> Negative		CMS Check <input type="checkbox"/> Positive <input type="checkbox"/> Negative		Warrant Check <input type="checkbox"/> Positive <input type="checkbox"/> Negative	
Checked by employee name & ID#:				Date/Time:	
Certified Letter Completed by date:					