



INSTRUCTIONS FOR REQUESTING A CLEARANCE LETTER

Persons requesting a Police Clearance Letter must be physically identified by comparing them to their photo identification. Understanding that this is not always possible we have developed the following procedures. You can use either procedure to verify your identity.

SUBMIT YOUR REQUEST IN-PERSON AT THE PACIFIC GROVE POLICE DEPARTMENT –

1. Print and complete the Clearance Letter Request form. Forms are also available at the Police Department.
2. Present the form with your valid identification and applicable processing fee at:
Pacific Grove Police Department
580 Pine Avenue
Pacific Grove, CA 93950

SUBMIT YOUR REQUEST VIA MAIL BY COMPLETING THE FOLLOWING STEPS –

1. Verify your identity with a Notary Public
 - a. Make a copy of current identification that includes a photograph (i.e. Driver License or Passport) with the words "This is my personal identification" printed on the copy.
 - b. Sign below the statement and have a Notary acknowledge your signature and that you match the identification provided.
 - c. Submit the notarized document and your Clearance Letter Request with applicable fee for each request to:
Pacific Grove Police Department
580 Pine Avenue
Pacific Grove, CA 93950

or

2. Verify your identity with your local law enforcement agency
 - a. Have your local law enforcement agency send us a fax on their agency's stationery stating that you have properly identified along with a copy of the photo identification used for the identification. Please have the law enforcement agency direct the fax to: Pacific Grove Police Department/Records Division at 831.648.3163.
 - b. At the same time, you must send us a copy of your SAME PHOTO IDENTIFICATION via mail with your Clearance Letter Request and applicable fee to:
Pacific Grove Police Department
580 Pine Avenue
Pacific Grove, CA 93950

Clearance Letter fees are based on whether or not you have an arrest record with the Pacific Grove Police Department. Please contact the Records Division at 831.648.3143 for the appropriate fee regarding your request.