

Chico Police Department

Application for Local Record Review

California Penal Code Sections 13320-13323 afford persons concerning whom a criminal history record is maintained in the files of a local criminal justice agency a reasonable opportunity to examine a summary of the local record compiled from such files and refute any erroneous or inaccurate information contained therein.

The information requested below is necessary to determine if a record exists. Failure to supply this information may prevent this agency from providing you with a copy of your record. This application will be retained in your record folder if one exists.

A summary of any existing criminal record concerning you will be sent to you by mail or other appropriate means mutually agreeable to you and the department within 10 days. A processing fee of **\$36.00** is due at the time the application is submitted. A government issued picture ID is required to obtain results.

The applicant hereby applies to obtain a summary of his/her local criminal history record.

Application for Local VISA Clearance Letter

U.S. Resident Aliens and Immigrants applying for citizenship and U.S. citizens traveling abroad who have resided in Chico may be asked to present a Police Certificate or Visa Clearance Letter as proof of no criminal record. This letter may be requested by federal agencies or foreign governments for a variety of reasons including: VISA applications, adoptions, U.S. immigration, foreign emigration work visas, foreign school attendance, employment, etc.

The Chico Police Department will review our records and provide a letter regarding any arrest information occurring within Chico city limits within 10 days. A processing fee of **\$18.00** is due at the time the application is submitted. A government issued photo I.D. is required.

The Chico Police Department only has access to information that occurred within city limits. You will need to get additional letters from other law enforcement agencies if you lived or worked in their jurisdictions.

The applicant hereby applies to obtain a clearance letter of "no criminal record."

Applicant Name: _____ Date of Birth: _____

Alias (list all known names): _____

Current Mailing Address: _____
City State Zip

Phone: _____ CDL (optional): _____

The undersigned wishes the record to be mailed and/or faxed to an address or party other than the one listed above.

Attn: _____ Fax: _____

Address: _____
City State Zip

The applicant wishes for record to be:

Mailed Faxed Call for Pick Up

Applicant Signature: _____

Do you need your record notarized? YES NO