UNIVERSITY POLICE
Records Division
5500 Campanile Drive
San Diego, CA 92182-4390
Tel: 619 594.1986
Fax: 619 594.8208
www.police.sdsu.edu

SAN DIEGO STATE UNIVERSITY

REQUEST FOR LETTER OF CLEARANCE

Reason for request:

_____ Education Abroad
_____ Work Abroad
_____ Visa Abroad
_____ Immigration
_____ Other; please specify: _____

Name: _____, _____ _____
Last First Middle

Other names used: _____

Date of Birth:_____ Social Security Number: _____

Driver's License Number: _____ State _____

Address: _____

_____

_____

Telephone number: _____

The San Diego State University Police Department may issue letters of clearance to assist members of the community with foreign travel requirements. **The clearance process takes up to ten (10) calendar days. STATE LAW PREVENTS SDSU POLICE DEPARTMENT FROM INCLUDING RECORDS INFORMATION MAINTAINED BY OTHER LOCAL, COUNTY, STATE, AND FEDERAL LAW ENFORCEMENT AGENCIES.**

Clearance letters based on California criminal history information may be obtained from the California Bureau of Criminal Identification by calling (916) 227-3822. Their clearance process usually takes one (1) to three (3) weeks if you do not have a criminal history or six (6) to (8) weeks if criminal history is found. A fee is required. If you need a criminal history check to be completed by the City of San Diego Police Department, please call them at (619) 531-2000.

Clearance letters may also be obtained from the Federal Bureau of Investigations by calling (304) 625-3878 or logging on to www.fbi.gov. Their clearance process usually takes five (5) to six (6) weeks, and a fee is required.

Do not write below this line.

Intake Staff Unit #: _____ Date: _____ Photo ID Checked: _____