SAN DIEGO STATE UNIVERSITY POLICE DEPARTMENT

Clearance Letter Request

Reason for request:

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

Name: _____, _____ _____
Last First Middle

Other Names Used: _____

Date of Birth: _____ Social Security Number: _____

Driver's License#: _____ License State: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

The San Diego State University Police Department may use clearance letters 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 (619) 531-2000.

Clearance letters may also be obtained from the Federal Bureau of Investigations by 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: _____