



City of Atascadero  
**POLICE DEPARTMENT**

**Atascadero Police Department  
 Letter of Good Conduct / Clearance Letter Request**

Date: \_\_\_\_\_

Name as it appears on Driver's License: \_\_\_\_\_

Atascadero Address: (must be within City limits) \_\_\_\_\_

Phone: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_ (Optional)

Approximate date needed for the letter: \_\_\_\_\_

(You will be provided the status within 10 calendar days of the date requested)

Does this letter need to be notarized?      **YES \$53.00**      **NO \$38.00**  
Notarized Letter Fee      Letter Fee

**YOU WILL BE NOTIFIED WHEN YOUR LETTER IS AVAILABLE.  
 FEE PAYABLE VIA CASH OR CHECK ONLY UPON PICKUP.**

\*\*\*This inquiry only pertains to records maintained by the Atascadero Police Department.  
 It does not include any involvement with any other law enforcement agencies. \*\*\*

\_\_\_\_\_ Attach copy of Driver's license with request

**ATPD RECORDS USE ONLY**

Request processed: \_\_\_\_\_ Initials \_\_\_\_\_

Notary Scheduled: \_\_\_\_\_ Initials \_\_\_\_\_

Completed for Pickup: \_\_\_\_\_ Initials \_\_\_\_\_

Rev 08/24

Working together to **serve**, build **community** and enhance **quality of life**.