



CITY OF HOUSTON

Annise D. Parker, Mayor

Houston Police Department
1002 Washington Avenue Houston, Texas 77002-1543 832/394-4880

CITY COUNCIL MEMBERS: Helena Brown Jerry Davis Ellen R. Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez James G. Rodriguez
Mike Laster Larry V. Green Stephen C. Costello Andrew C. Burks, Jr. Melissa Noriega C. O. "Brad" Bradford Jack Christie CITY CONTROLLER: Ronald C. Green

Charles A. McClelland, Jr.
Chief of Police



TO WHOM IT MAY CONCERN:

Please complete the attached form for police clearance letters, giving particular attention to:

1. Phone number
2. Length of residence in Houston, including month and year
3. Reason for letter

You must also include a photocopy of a valid driver's license, identification card, birth certificate, or valid passport. Expired licenses, identification cards and passports will **not** be accepted. If you have ever been arrested by this Department, you must include a legible set of fingerprints. There is a \$20.00 charge for the letter that must be included with your request. This should be in the form of a money order, cashier's checks, or personal/company check, made payable to the "City of Houston." All information should be returned to the following address:

Houston Permitting Center
Houston Police Department – Identity Verification Unit
1002 Washington Ave., Basement Level
Houston, Texas 77002-1543

ATTENTION: Clearance Letter Section

Should you have any further questions regarding this application, please feel free to contact the Clearance Letter Section at 832-394-4880, or by fax at 832-394-4882.

Sincerely,

A handwritten signature in black ink, appearing to read "W. E. Baimbridge".

W. E. Baimbridge, Captain
Vehicular Crimes Division





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****APPLICANT: You may either wait for the completion of your clearance letter or it may be mailed to the address listed on your application.**

PROOFREAD YOUR CLEARANCE LETTER UPON RECEIPT

Current State DL #/ID # : _____

SS # : _____

Person making request: _____ Phone # : _____

Name: (Mr./Mrs./Ms.): _____
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

Address: _____

City/State/Zip Code: _____

Race: _____ Sex: _____ Date of birth: _____ Country of Birth: _____

Length of Residence in the Houston area: (From) _____ (Through) _____
Month & Year Month & Year

Circle reason: (permanent residence status, citizenship, sponsorship, political asylum, travel, business, work, attend school, hunting purposes, passport, adoption, missionary, etc.)

Name of business: _____ Country originating from: _____

Country traveling to: _____

This form must be completed by all persons requesting a clearance letter.

W. E. Bamberidge
W. E. Bamberidge, Captain
Vehicular Crimes Division
Houston Police Department
Houston, Texas

NO RECORD BY NAME
H.P.D.- IDENTITY VERIFICATION UNIT
SEARCH BY: _____
DATE: _____

I affirm that the information I have provided on this application form/government document is accurate and true for the clearance letter processing needs of the Houston Police Department.

PRINTED NAME

SIGNATURE

DATE

