



Frisco Police Department
7200 Stonebrook Pkwy
Frisco TX 75034

REQUEST FOR LOCAL RECORDS CHECK/CLEARANCE LETTER

Please note the following:

- This form MUST be returned in person unless requestor resides outside of the local area. An official, non-expired, photo ID is required. *Note: If request is for a minor child, provide a birth certificate, social security card and some form of photo ID, if possible. If child has no photo ID, we will accept a parent or guardian ID but we must verify relationship. All other conditions apply.*
- If the requestor does not reside within a 100-mile radius, the form and a copy of the photo ID can be mailed, but must also include documentation from a law enforcement official, consulate, embassy, or other governmental agency, verifying his or her identity. The documentation must be on official letterhead or other form with the agency's stamp or seal. It can also be scanned to the following email: records@friscotexas.gov.
- The fee is \$5 per letter and can either be mailed with the required documentation, or upon the requestor's written request, a friend or family member may pick the letter up and pay the fee. Letters are notarized on official Frisco Police Department letterhead. Names will be listed exactly as they appear on ID.
- The request will be completed within 3-5 business days, excluding holidays observed by the City of Frisco.

Please complete the following information:

Date of Request: _____ Requestor's Name: _____

Other Names Used (include maiden name): _____

Address: _____

Phone Number: _____ Alternate Number: _____

To whom should the letter be addressed? (Check one below)

____ To Whom It May Concern ____ Self

____ Other: _____

Do you want citations issued for traffic violations listed on the letter? (Check one below)

____ Yes

____ No

Would you like to pick this letter up or have it mailed? (Check one below)

____ Pick up. If someone else will pick up letter on your behalf, please state who? **(ID will be required)**

____ If mailed, where? _____

SIGNATURE

DATE

FOR OFFICE USE ONLY:	
Date Received: _____	Receipt # _____
Processed by: _____	Date/Time contacted for pickup: _____