

## ATTENTION:

### Subject: Letter of Good Conduct

The Sayreville Police Department will provide a "Letter of Good Conduct" to residents as a courtesy. This letter will verify that a check of the Sayreville Police Department's Record System was completed and will state, "No criminal record on file."

The fee for the letter is \$10 (ten dollars) payable to the Sayreville Police Department at the time of receipt of letter. Payment shall be in the form of cash or United States Postal Money Order payable to "The Sayreville Police Department."

Applications for a letter will only be accepted by persons who currently reside in the Borough of Sayreville. Applications are accepted each Friday, between the hours of 9am and 3:30pm. Applications must be submitted in person at Police Headquarters. Applicants will be notified when the letter is ready.

#### Additional Requirements:

A **United States Citizen** is required to present two forms of identification when submitting an application for a Letter of Good Conduct; a valid Driver's License or State Identification Card, a Birth Certificate, Military Identification Card, a current Passport, a valid Pennant Alien Registration Card or Employment Registration Card

A **Non Citizen** is required to present two forms of identification when submitting an application for a Letter of Good Conduct; a valid Driver's License or State Identification Card, a valid Passport, Temporary Alien Registration Card, Employment Registration Card, Letter from the Department of Immigration and Naturalization Services verifying the applicant's full name, address, and reason for the Letter of Good Conduct, Letter from a Consulate verifying the applicant's full name, address, and reason for the Letter of Good Conduct

**IMPORTANT:** A letter will not be provided if a search of the files of the Sayreville Police Department discloses that the applicant had been involved in incidents of a criminal nature. The SPD reserves the right to determine when such letter will be provided. The Sayreville Police Department cannot provide any applicant with a copy of their own Criminal History Records Information (CHRI).

New Jersey Administrative Code (N.J.A.C.) 13:59-1 et seq. authorizes the dissemination of New Jersey criminal history record information (CHRI) by the New Jersey State Police (NJSP), Identification & Information Technology Section (I&ITS). Inquiries can be made through the New Jersey State Police, Criminal Information Unit at 609 882-2000 ext. 2918.