



TORRANCE POLICE DEPARTMENT
 3300 Civic Center Drive, Torrance CA 90503
 310-328-3456 Fax 310-618-2355
 www.torranceca.gov

Application for Clearance Letter

*Delivery Method: Mail Pick-Up

***REQUIRED FIELDS**

APPLICATION INFORMATION:

*LAST NAME: _____ *FIRST NAME: _____ M.I. _____

ALIAS/PREVIOUS NAME: _____ *DATE OF BIRTH: _____

EYE COLOR: _____ HAIR COLOR: _____ HEIGHT: _____ WEIGHT: _____

SEX: MALE FEMALE DRIVER'S LICENSE NUMBER: _____ STATE: _____

*CURRENT ADDRESS: _____

*CITY: _____ *STATE: _____ *ZIP CODE: _____

*TORRANCE ADDRESS (if different): _____

*LIVED IN TORRANCE FROM: _____ TO: _____

*PHONE (Home): _____ (Cell): _____

*CITIZEN'S SIGNATURE: _____ Date: _____

If a notarized copy of this letter is required, please indicate below. A separate notary fee of \$15 is required, payable by check or money order to: THE CITY OF TORRANCE

*Notary Requested: Yes No

See next page for additional instructions

***** FOR DEPARTMENT USE ONLY *****

REQUEST PROCESSED BY: _____ DATE: _____

DISTRIBUTION COMPLETED BY: _____ DATE: _____

Clearance Letter Application Instructions

A clearance letter will show that the applicant has no outstanding warrants, and that the applicant has no criminal history with the Torrance Police Department from June 2006 to present.

To obtain a Clearance Letter:

In order to obtain a clearance letter, you must have lived, or currently live, in the City of Torrance

In person: Please bring:

1. Completed application
2. Copy of your valid government issued photo ID
3. Proof of Torrance residency such as your current ID, current utility bill with your name, or proof of past Torrance residence
4. Check or money order for Clearance Letter Fee made payable to: THE CITY OF TORRANCE (current fees can be found on our website at torranceca.gov, or posted in the lobby of the Police Department)
5. *Separate payment of an additional \$15 required for notarized letters. Check or money order made payable to: THE CITY OF TORRANCE

By mail: Please provide the following:

1. Completed application.
2. Copy of your valid government issued photo ID
3. Proof of Torrance residency such as your current ID, current utility bill with your name, or proof of past Torrance residency
4. Check or money order for Clearance Letter Fee made payable to: THE CITY OF TORRANCE (current fees can be found on our website at torranceca.gov)
5. *Separate payment of an additional \$15 required for notarized letters. Check or money order made payable to: THE CITY OF TORRANCE
6. Mail to:

Torrance Police Department
ATTN: Records Division
3300 Civic Center Drive
Torrance, CA 90503

Please contact us to verify if/when your clearance letter is available for pickup. Your clearance letter will be ready for pickup within (10) business days, unless specified that you wished the letter to be mailed to you.

Requests for notarized clearance letters will be dependent on the City of Torrance's City Clerk's Office availability.