



El Paso County Sheriff's Department

ATTN: Records
3850 Justice Dr.
El Paso Texas 79938



Telephone: 915-538-2292

Fax: 915-538-2036

Please fill out this form completely and return to this office with a cashier's check or money order in the amount of \$6.00 which is non-refundable, made payable to the "El Paso County Sheriff's Office," (NO PERSONAL CHECKS) if you have any questions, please contact (915)538-2292 8:00 a.m. - 4:30 p.m. STATEMENT: CLEARANCE IS FOR INFORMATION IN EL PASO COUNTY ONLY.

Why and Who:
(If request is for a POLICE CLEARANCE LETTER, please state why you need the letter and who can verify your request, name and telephone number.)

I, do hereby authorize El Paso County Sheriff's Office Records Section, to research the contents of any criminal history record that the El Paso County Sheriff's Office may possess concerning me. I also agree to hold Records Section, harmless should any information given to me become distributed to others.

Name: (Please Print) (Last) (First) (Middle)

List any former or alias names: (Last) (First) (Middle)

Address: (Street & Number) (City) (State) (Zip Code)

Date of Birth: Race: Sex:

Social Security No: Driver's License No. / I.D. # State:

Daytime Telephone Number: Alternate Number:

Signature: Date:

Subscribed and sworn to before me this Day of Year

NOTARY PUBLIC in and for the State of Texas

My Commission expires:

(NOTARY SEAL)

Note: This form may be mailed to the Sheriff's Department upon completion (it must be notarized with a copy of Driver's License or I.D. card to the address indicated above. The original form and payment MUST be sent by courier service or through the U.S. mail. The letters may be sent to you, at the address indicated on this form. Again only CASH, MONEY ORDER OR CASHIER'S CHECK Accepted. NO PERSONAL CHECKS