

Hello,

Since you are currently out of San Diego and need to obtain a Good Conduct Letter, there are two options available (see below). It is a bit of a process, however, once you have provided the proper information and payment, it will not take long to run your background and prepare the letter. Please read below and advise what you would like to do. Both options are to verify your identity and you must choose the one that is best for your convenience.

Option 1:

Get a power of attorney (POA) which assigns someone to legally act on your behalf. The POA needs to specifically state that the assigned person can "obtain criminal histories or background checks from the San Diego Sheriff's Department". It cannot be a general power of attorney; it needs to be specific to us. The POA must be dated within the last 30 days, and notarized on the same page it was written; not a separate sheet. You can mail the original POA to your assignee, but that person must personally present the original POA to our office. It may not be faxed, emailed, or mailed to us. When presenting the POA to our office, your assignee will complete the application and pay for a good conduct letter for you. We will keep the POA for our records. He or she will be instructed when to return after a few days to pick up the finished good conduct letter and that person will then be responsible for mailing it to you. In order to apply for the good conduct letter, your assignee must have (in addition to the POA) your social security number, driver license number, correct spelling of your full name, their own valid photo identification, and pay the fee of \$59.00, or \$74.00 if you want the letter notarized.

Option 2:

Please make arrangements with a local law enforcement agency, embassy, or consulate official who is willing to receive your letter from me and verify your identity when you pick it up from them. Please explain to the officer that the San Diego Sheriff's Department is processing a Good Conduct Letter for you, but since you cannot present yourself to our office we cannot verify your identification and therefore, need them to receive the letter from us and issue it to you. Complete the application and send it back to me along with the name and address of the agency you choose, the name and e-mail address of the person who has agreed to receive your letter, and a check or cashier's check for \$59.00, or \$74.00 if you want your letter notarized. We can also make arrangements for an over-the-phone payment if you choose. Once the agency you choose receives the ID verification form and letter from me, you will go and pick it up from them. At that time, the officer will verify your identity, sign the "Verification of ID" form in your presence, and then hand you your good conduct letter. The "Verification of ID" form should be mailed back to me in the envelope provided.

GOOD CONDUCT LETTERS CANNOT BE EMAILED. Please find attached the application and a template Power of Attorney. Feel free to email sd.license@sdsheriff.org if you have any questions.

Thank you,

San Diego Sheriff's Department
License & Registration Division
9621 Ridgehaven Court
San Diego, CA 92193
P.O. Box 939062