



# SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

## LICENSING DIVISION

9621 Ridgehaven Court, PO Box 939062  
San Diego, CA 92193-9062



### APPLICATION FOR GOOD CONDUCT LETTER

This letter cannot be issued for anyone under 18 years of age, nor will it serve for local employment purposes.

FEES: \$59.00

Fees are non-refundable

\$15.00 *extra for notarization, if desired*

Full Name \_\_\_\_\_  
Last Name First Name Middle Name

Any other name used, aliases past and present (include maiden name) \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_ Alien Registration Number \_\_\_\_\_ U.S. Citizen? Yes / No

Gender \_\_\_\_\_ SSN \_\_\_\_\_

Driver's License \_\_\_\_\_ Exp Date \_\_\_\_\_ [ ] California [ ] Other State \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

Residence Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Dates of residence in San Diego County From \_\_\_\_\_ To \_\_\_\_\_

Do you want this letter notarized? (additional \$15 fee) \_\_\_\_ Yes \_\_\_\_ No

***I hereby certify under penalty of perjury that the statements made in this application are true and correct to the best of my knowledge and belief. The information I am seeking is needed to complete an application to (country) \_\_\_\_\_ for the purpose of (reason) \_\_\_\_\_.***

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted by (staff) \_\_\_\_\_ Date \_\_\_\_\_

#### FOR SHERIFF'S DEPT USE ONLY

Pick-up date: \_\_\_\_\_

Mail to: \_\_\_\_\_

Notarized? \_\_\_\_ Yes \_\_\_\_ No

Number of originals \_\_\_\_\_

Special Handling \_\_\_\_\_

Type of ID: \_\_\_\_\_

ID Sighted by: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

AKA \_\_\_\_\_

I authorize \_\_\_\_\_ to  
pick up my Good Conduct Letter. \_\_\_\_\_  
Initials



TO: GOOD CONDUCT LETTER APPLICANT

The reverse side of this form is the application for a San Diego County Sheriff's GOOD CONDUCT LETTER.

A Good Conduct Letter may be used for the purposes of entering another country, for obtaining a hunting permit in Mexico, and for other limited uses.

This letter is issued based upon a local (San Diego County only) background check of the applicant.

**Please note if you have been arrested or have any type of conviction it will be listed on the letter.**

**PLEASE NOTE: THIS LETTER CANNOT BE ISSUED FOR ANYONE UNDER 18 YEARS OF AGE, NOR WILL IT SERVE FOR LOCAL EMPLOYMENT PURPOSES.**

All the information requested on the reverse is necessary. When filling out the form, explain in detail the purpose for the Good Conduct Letter.

The letter typically takes 3 business days to process, however, it may be issued immediately if the application is submitted in person to the License Division at the above address. Certain circumstances may prevent the letter from being immediately issued, including but not limited to, availability of the Notary Public.

If the applicant is unable to be present for identification, please contact this office for further instructions.

The fee for this process is \$59.00. If desired, the letter may be notarized for an additional fee of \$15.00 per notarization. Fees may be paid in cash or by check made payable to **San Diego Sheriff's Department**.

You may also choose to pay with credit or debit card, however, there is a service fee of \$2.50 for debit or \$3.00 credit card. Note: phone transactions can only be paid with a credit card.

If you have any questions, please call the Sheriff's License Division at (858) 974-2020.

Sincerely,

KELLY A. MARTINEZ, SHERIFF

A handwritten signature in cursive script that reads "Stacey Smith".

Stacey Smith, Manager  
License Division