

Town of
NEW CASTLE POLICE DEPARTMENT

Request for Record Check (Good Conduct Letter)

INFORMATION REQUIRED TO OBTAIN A LETTER OF GOOD CONDUCT ARE AS FOLLOWS:

- Submit Letter of Good Conduct Form. Fill in all applicable information.
- Proper photo identification must be presented at the time of the request.
- Submit a check or money order for \$10. U.S. dollars for each original Letter of Good Conduct requested. Make the check payable to: **The Town of New Castle**

Name to be searched			
Last	First	Date of Birth:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Street:			
City:	State	Zip Code	Telephone #:
<i>If you need the dates that you resided in New Castle included in the letter you must provide the following:</i>			
Resident of New Castle from _____ to _____			
Mail Letter To: <input type="checkbox"/> Same as above <input type="checkbox"/> Address below <input type="checkbox"/> Will pick up			
Name:			
Address:			
City:	State:	Zip Code	

I, _____ request a letter indicating the result of a criminal record check with the New Castle Police Department.

Signature

Date