



# CITY OF HOUSTON

## Houston Police Department

Sylvester Turner, Mayor

1002 Washington Avenue Houston, Texas 77002-1543 832/394-4880

CITY COUNCIL MEMBERS: Brenda Stardig Jerry Davis Ellen Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos  
Mike Laster Larry V. Green Mike Knox David Robinson Michael Kubosh Amanda K. Edwards Jack Christie CITY CONTROLLER: Ronald C. Green

Charles A. McClelland, Jr.  
Chief of Police



**\*\*APPLICANT: You may either wait for the completion of your clearance letter or it may be mailed to the address listed on your application.**

PROOFREAD YOUR CLEARANCE LETTER UPON RECEIPT

Current State DL #/ID # : \_\_\_\_\_ Email: \_\_\_\_\_  
SS # : \_\_\_\_\_  
Person making request: \_\_\_\_\_ Phone # : \_\_\_\_\_

Name: (Mr./Mrs./Ms.): \_\_\_\_\_  
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Length of Residence in the Houston area: (From) \_\_\_\_\_ (Through) \_\_\_\_\_  
Month & Year Month & Year

Circle reason: (permanent residence status, citizenship, sponsorship, political asylum, travel, business, work, attend school, hunting purposes, passport, adoption, missionary, US work permit, U-Visa, etc.)

Name of business: \_\_\_\_\_ Country originating from: \_\_\_\_\_  
Country traveling to: \_\_\_\_\_

NO RECORD BY NAME  
H.P.D.-IDENTITY VERIFICATION UNIT  
SEARCH BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

*William C. Stoney*  
William C. Stoney, Captain  
Inspections Division  
Houston Police Department  
Houston, Texas

I affirm that the information I have provided on this application form/government document is accurate and true for the clearance letter processing needs of the Houston Police Department.

\_\_\_\_\_  
PRINTED NAME SIGNATURE DATE





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### TO WHOM IT MAY CONCERN:

In order to request a City of Houston Police Clearance Letter for immigration, international travel or adoption purposes please follow Steps 1-5.

*Step 1:* Complete the Clearance Letter Application (Provide a phone #/e-mail address & signature).

*Step 2:* Include a photocopy of **1** of the following acceptable forms of identification: valid state driver's license/I.D. card (With the updated address), birth certificate, valid passport, valid permanent residence card or valid work authorization card. **No expired I.D. will be accepted.**

*Step 3:* Submit a payment of **\$20.68 USD** per person/country (**money order or personal/company check**) made payable to the **City of Houston**.

*Step 4:* If you **have been arrested by this Department**, you must include a legible set of fingerprints (All 10 rolled fingerprints impressions). Check with your local law enforcement agency for this service if needed.

*Step 5:* Mail the required items listed above- signed application, photocopy of 1 acceptable form of identification, payment, and set of fingerprints if applicable-to the following address:

Houston Permitting Center  
Houston Police Department- Identity Verification Unit  
1002 Washington Ave., Basement Level  
Houston, Texas 77002

Attn: Clearance Letter Section

Should you have any further questions regarding this application, please contact the Clearance Letter Section at 832-394-4880 or by fax at 832-394-4882.

Sincerely,

A handwritten signature in black ink that reads "William C. Staney".

William C. Staney, Captain  
Inspections Division

