

KENNEWICK POLICE DEPARTMENT  
**CLEARANCE LETTER APPLICATION**

1. You must have lived in the City of Kennewick within the last five (5) years or currently living in the City of Kennewick for the Kennewick Police Department to provide a clearance letter.
2. This form must be filled out completely and submitted with a photocopy of a government issued ID.
3. The cost is \$20.00 in which you will receive **two** original, notarized copies.

Name (Please print)

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

List any other names you have been known by: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Number Street City State Zip

Previous Address: \_\_\_\_\_  
Number Street City State Zip

Washington ID or Driver's License #: \_\_\_\_\_ Last4 Digits of SS#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Phone No.: \_\_\_\_\_

***Please read and sign:***

There is no criminal history record information on file on myself, \_\_\_\_\_ for the past five (5) years.  
Print Name

I certify and declare under penalty of perjury under the laws of the State of Washington that the above is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY**

\*\*\*\*\*

- WACIC:  Clear  See Attached
- NCIC:  Clear  See Attached
- RMS:  Clear  See Attached
- WATCH CJ:  Clear  See Attached

- DOL Check:  See Attached
- Copy of Photo ID:  See Attached

Approved  Not Approved

---

Name - Police Support Specialist Date