CLEARANCE LETTER REQUEST
APPLICATION FOR CURRENT RESIDENT
(one application per request)

1. a) **Applicant's Name:**_____
(Please print) First Middle Last

b) **Current Address:** _____
(Please print)

c) **Daytime Telephone Number:**_____ **Work:**_____ **Cell:**_____

d) **Social Security #:**_____ **Date of Birth:**_____
Month Day Year

e) **Sex:** Female_____ Male _____

2. a) **How long have you resided at the above-mentioned address?** (Dates:)_____

_____

b) **Where did you reside prior to the above-mentioned address?** (Address & Dates)_____

_____

3. a) Please supply **NAME**, **TITLE** and the **ADDRESS** to whom the clearance letter should be addressed. ***The clearance letter cannot be addressed to the applicant.*** This application will not be processed unless all information is fully entered and satisfied by the office of the Chief of Police.

Address Example: U.S. Citizenship and Immigration Service
Government Center
JFK Federal Building
Boston, MA 02203

_____

_____

_____

b) **For what purpose is the clearance letter being requested by the above?**
(Examples: U.S. Citizenship, Student Visa)

_____

4. Please be advised, the clearance process takes at least two business days. The applicant requests that the clearance letter be:

____ sent to the applicant's address.

_____ sent to whom the letter is addressed.

_____ picked up at the station by the applicant two business days from date the of application.

Please complete the entire application. An incomplete application will only delay processing. **An Administration Fee of $2.00 per application** is requested at the time of application. (Checks payable to the Town of Belmont will be accepted).

_____ _____
Signature of Applicant Date