



Scotts Valley Police Department

Request for Clearance Letter

To obtain a clearance letter from the City of Scotts Valley, you must live within the city limits of Scotts Valley. Please complete the form below and either email, fax or drop off your request to the Police Department to the attention of the Records Supervisor. Requests can take up to five days to process.

The cost to obtain a letter is \$66.00 per person payable by cash or check only. In order to receive the clearance letter, photo identification will be required.

Date of Request: _____

Full Name (Including AKA's): _____

Date of Birth: _____

Driver License #: _____

Current Address: _____

Address in the City of Scotts Valley: _____

How many original letters will you need? _____

Do they need to be notarized? _____

This request can be submitted the following ways:

Fax to 831- 438-6930 with attention to the Records Supervisor

Email to records@scottsvalley.org

Drop off directly to the Police Department, anytime day or night