



William D. Gore, Sheriff

# ***SAN DIEGO COUNTY SHERIFF'S DEPARTMENT***

License Division, 9621 Ridgehaven Court, P.O. Box 939062  
San Diego, CA 92193-9062

TO: GOOD CONDUCT LETTER APPLICANT

The reverse side of this form is the application for a San Diego County Sheriff's GOOD CONDUCT LETTER. A Good Conduct Letter may be used for the purposes of entering another country, for obtaining a hunting permit in Mexico, and for other limited uses.

This letter is issued based upon a local (San Diego County only) background check of the applicant. **Please note if you have been arrested or have any type of conviction it will be listed on the letter.**

**PLEASE NOTE: THIS LETTER CANNOT BE ISSUED FOR ANYONE UNDER 18 YEARS OF AGE, NOR WILL IT SERVE FOR LOCAL EMPLOYMENT PURPOSES.**

All of the information requested on the reverse is necessary. When filling out the form, explain in detail the purpose for the Good Conduct Letter.

The letter may be issued immediately if the application is submitted in person to the License Division at the above address. If the applicant is unable to be present for identification, please contact this office for further instructions.

The fee for this process is \$50.00. The letter may be notarized for an additional fee of \$15.00 per notarization. Fees may be paid in cash or by check made payable to **San Diego Sheriff's Department**.

You may also choose to pay with credit or debit card, however, there is a service fee of \$2.50 for debit or \$3.00 credit card. Note: phone transactions can only be paid with a credit card.

If you have any questions, please call The Sheriff's License Division at (858) 974-2020.

Sincerely,

WILLIAM D. GORE, SHERIFF

A handwritten signature in black ink, appearing to read "Edna Rains", written in a cursive style.

Edna Rains, Manager  
License Division



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SHERIFF'S DEPARTMENT**

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**APPLICATION FOR GOOD CONDUCT LETTER**

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Please note, if you have been arrested or have any type of conviction it will be listed on the letter issued.  
(PLEASE PRINT LEGIBLY OR TYPE ONLY)

Name \_\_\_\_\_  
Last First Middle

All other names used (include maiden name) \_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Sex \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair color \_\_\_\_\_ Eye color \_\_\_\_\_

Driver's License # (or ID ): \_\_\_\_\_ Expiration Date \_\_\_\_\_ Social Sec # \_\_\_\_\_  
State License #

Residence Address \_\_\_\_\_  
Number Street City Zip

Residence Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_

Dates of Residence  
In San Diego County From \_\_\_\_\_ To \_\_\_\_\_

Letter to be Notarized (an additional \$15.00 per notarization) [ ] Yes [ ] No

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT THE INFORMATION I AM SEEKING IS NEEDED TO COMPLETE AN APPLICATION TO ENTER (COUNTRY) \_\_\_\_\_ FOR THE PURPOSE OF (REASON) \_\_\_\_\_.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR SHERIFF'S DEPARTMENT USE ONLY:**

Pick-up date: \_\_\_\_\_

ID Sighted by: \_\_\_\_\_

Mail to: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Notarized: [ ] Yes [ ] No

AKA \_\_\_\_\_

Number of originals \_\_\_\_\_

I authorize \_\_\_\_\_  
to pick up my Good Conduct Letter. \_\_\_\_\_

Special Handling \_\_\_\_\_

Initials