

Police Department Letterhead

Date

Re: **Student Name**

Student Address

To whom it may concern:

This is to certify that the () Police Department has no record of any negative conduct for **Student Name**, whose date of birth is **DOB**.

The () Police Department has no record of this person in a negative context, and there is no record of **Student Name** being arrested or involved in any antagonism against the form of government of the United States of America or the State of (). **Student name** has not been convicted of or sentenced to imprisonment for any offense in this (**township/county/city/ parish/etc.**) nor has (**he/she**) been taken into custody for any criminal or mental problems.

Should you need any further information, please feel free to contact the Police Department directly.

Sincerely,

Authorized Signature

Title of signer