



GARDEN CITY POLICE DEPARTMENT

APPLICATION FOR LETTER OF GOOD CONDUCT



SECTION 1: MUST BE COMPLETED BY APPLICANT

TO: Garden City Police Department
 349 Stewart Avenue
 Garden City, NY 11530

Type or print clearly and complete the Application for a Letter of Good Conduct form by following these instructions.

Complete all applicable sections of this form with the information pertaining to the research to be conducted. Sign at the appropriate area authorizing for the research to be conducted;

A **United States Citizen** is required to provide two (2) forms of identification that must be copied when submitting this form; a valid NYS Driver's License or State Identification Card, a valid current passport, a Birth Certificate, Military Identification Card, a valid Permanent Alien Registration Card or Employment Registration Card. Individuals who are no longer residing within the Incorporated Village of Garden City must provide proof of a previous Garden City address.

A **Non Citizen** is required to provide two (2) forms of identification that must be copied and notarized as proof of citizenship when submitting this form; a valid NYS Driver's License, a valid current passport, Temporary Alien Registration Card, Employment Registration Card or a Letter from the Department of Immigration and Naturalization Services verifying the applicant's full name, address, and reason for the Letter of Good Conduct; Individuals who are no longer residing within the Incorporated Village of Garden City must provide proof of a previous Garden City address.

Name to be Researched

Maiden Name (or any other name used)

Date of Birth **Place of Birth**

Social Security Number **Phone Number**

Current Address

Previous Address(s)

(if residing at Current Address for less than five (5) years)

Indicate Reason Letter of Good Conduct Requested:

Adoption Employment Visa Application for Citizenship

Other (please explain)

Father's Name **Mother's Name**

Name of Applicant **Cell #**

Applicant's Address

Email address:

Applicant's Signature

Date