3-09/250.15 - Station Requests for Citizen's Clearance Letters (SH-AD-516)

The Department issues Citizen's Clearance Letters/Travel Clearance only for persons who are United States citizens, or who have permanent resident status, residing within the jurisdiction of the Department.

Requests for Citizen's Clearance Letters/Travel Clearance may be made, either in person or by mail, through Records and Identification Bureau, or at any Sheriff's station.

Stations accepting applications for a Citizen's Clearance Letter/Travel Clearance shall proceed as follows:

- Obtain the citizen's full name, address, date of birth, and a complete physical description;
- Obtain the citizen's driver's license number, if available;
- Verify the information through driver's license, passport, or other appropriate identification or photocopy thereof; and
- Perform a CWS inquiry for wants only via the JDIC terminal.

If the want check indicates no wants, one original of the SH-AD-516 and, upon request, a second original, shall be prepared and issued as follows:

- Place a line through the portion of the heading which reads "Certificate of Release;"
- The name of the station and telephone shall be typed in the upper left-hand corner of the form;
- The citizen's full name, physical description, driver's license number, and miscellaneous descriptors (e.g., tattoos, scars, deformities, etc.) shall be typed in the spaces provided;
- An "x" indicating no warrants, shall be typed in the appropriate area;
- Any warrant "hits" that are similar to the applicant's name, description, etc., but are deemed not to belong to the subject, shall be indicated by typing the warrant number under the "Wrong Warrant Advisement" section;
- The signature, employee number, and rank of the authorized person signing the form shall be placed at the bottom of the form;
- The authorized person shall time-stamp the front of the form;
- Collect required fee, as determined by Fiscal Administration and complete and distribute a Department of Sheriff receipt (76M474C), refer to section 3-09/250.10, for distribution; and
- Place forms in envelope and give to applicant.

A want check indicating outstanding warrants or wants shall be handled in accordance with Department procedures, as outlined in the Judicial Process chapter.

A Citizen's Clearance Letter/Travel Clearance shall not be issued to any citizen having outstanding warrants or who is wanted for a criminal offense. An explanation of rejection should be made to the applicant in writing.

Unless circumstances dictate otherwise, all Citizen's Clearance Letters shall be prepared, issued, and/or mailed within two business days from the time the request is received.

Any member of this Department who comes in contact with a citizen who presents a Certificate of Release/Clearance Letter (SH-AD-516) or similar document issued by another law enforcement agency of

Los Angeles County shall follow the procedures in section 5-03/095.05.