



McKinney POLICE DEPARTMENT

FORM 500.096 REV 02/26

Local Arrest Records Check or Clearance Letter Request

- ❖ This request is strictly for a clearance letter indicating whether the records of the McKinney Police Department show any arrests (Misdemeanor and/or Felony) for the individual named in this form. If a copy of an incident or an arrest report is needed, please complete an Open Records Request.
- ❖ This form **MUST** be returned in person along with an official form of a physical, non-expired government issued photo ID.
- ❖ If the request is for a minor (under the age of 17), a copy of the minor's birth certificate, social security card and photo ID must also be provided. If the minor has no photo ID, the City may accept a physical, non-expired government issued photo ID from the parent or legal guardian upon verification of the relationship, at the City's sole determination. All other conditions shall apply.
- ❖ If the requestor does not live within a 100-mile radius of the City of McKinney, a notarized copy of this form along with a copy of the requestor's photo ID and any other required supporting documents may be (i) mailed to the address below, with a check enclosed payable to the City of McKinney in the amount provided for herein; or (ii) emailed to records@mckinneytexas.org with payment arrangements to be made by the requestor prior to the letter being prepared by the City.
- ❖ The fee is \$10 per letter. Names and addresses will be listed exactly as they appear on the photo ID provided.

NAME BEING SEARCHED:

Name: _____

AKA/Maiden Name: _____

Address: _____

City / State / Zip Code: _____

Date of Birth: _____ Sex: _____ Race: _____

Requestor: _____ Phone Number: _____

Signature: _____ Date: _____

By signing above, I am confirming that the information I have provided is accurate and true and hereby authorize the City of McKinney permission to search and release to the subject of said search. I also agree to hold the City of McKinney harmless should any information given to me be inaccurate, becomes outdated or inadvertently is distributed to third parties.

If the requestor is different from the subject of the search, fill out the following *Authorization for Release of Information* below:

Authorization for Release of Information

I, _____ request and authorize the McKinney Police

Name of individual who is the subject of the search (please print)

Department to release any and all arrest information concerning myself to _____.

Name of requestor (please print)



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STATE OF TEXAS

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by:

_____.

(Name of person making statement)

Notary Public's Signature

My commission expires: _____

(Seal)