



POLICE DEPARTMENT, COUNTY OF SUFFOLK, NY
 ACCREDITED LAW ENFORCEMENT AGENCY
APPLICATION FOR LETTER OF GOOD CONDUCT
 PDCS-5425d



SECTION I: MUST BE COMPLETED BY APPLICANT

TO: Suffolk County Police Department Attention: Central Records
 30 Yaphank Avenue Letter of Good Conduct Desk
 Yaphank, NY 11980 Tel: 631-852-6316

Type or print clearly and complete the Application for a Letter of Good Conduct (PDCS-5425D) form by following these instructions:

- Complete all applicable sections of the PDCS-5425d 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 forms of identification that must be copied and notarized when submitting this form: a valid Driver's License or State Identification Card, a Birth Certificate, Military Identification Card, a current Passport, a valid Permanent Alien Registration Card or Employment Registration Card. Individuals who are no longer residing within Suffolk County must provide proof of a previous Suffolk County Address;
- A **Non Citizen** is required to provide two forms of identification that must be copied and notarized as proof of citizenship when submitting this form: a valid Driver's License, a valid 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 Suffolk County must provide proof of a previous Suffolk County Address;
- Sign at the appropriate area and attach a nonrefundable payment of \$20.00 (Twenty-dollars) per person. Pay by check or money order payable to "Suffolk County Police Department", and include a self-addressed stamped envelope for your reply.

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 _____

(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 Maiden Name** _____

Name of Applicant _____

Signature of Applicant _____ **Date:** _____

Applicant's Address: _____ **Phone # (day):** _____

**NOTE: FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS "A" MISDEMEANOR
 PURSUANT TO SECTION 210.45 OF THE NYS PENAL LAW**

SECTION II: For Use by Police Department Personnel

_____ **Approved** _____ **Denied** (Documentation to be provided to Applicant)

Investigating Employee's Initials: _____ **Supervisor's Signature:** _____

Failure to comply with all the necessary data may result in the delay, or denial of your request. Should you have any questions, please contact the L.O.G.C. Desk at this agency Monday - Friday at (631) 852-6316 between the hours of 9:00 am and 4:30 pm