



CITY OF HOUSTON

Houston Police Department

Sylvester Turner, Mayor

1002 Washington Avenue Houston, Texas 77002-1543 832/394-4880

CITY COUNCIL MEMBERS: Brenda Stardig Jerry Davis Ellen Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos
Mike Laster Martha Castex-Tatum Mike Knox David Robinson Michael Kubosh Amanda K. Edwards Jack Christie CITY CONTROLLER: Chris B. Brown

Art Acevedo
Chief of Police



To request a City of Houston Police Clearance Letter for immigration, international travel or adoption purposes, please follow the process outlines below: **These are mailing instructions only. In person requires original ID.**

- Complete and sign the Clearance Letter Application (phone# and/ or an email address must be provided).
- Include a photocopy of one of the following acceptable forms of identification: a valid state issued identification (with the current address), certified birth certificate, valid passport, valid permanent residence card or valid work authorization card. We do not accept consulate ID's. Expired identification is NOT valid.
- Submit a payment of **\$22.15 USD** per person/country (money order or personal/company checks) made payable to City of Houston. **Temporary checks are not accepted.**
- If you have been arrested by the Houston Police Department, you must include a legible set of fingerprints from a **law enforcement agency**. The fingerprint card must have fingerprint technician's or officer's signature that rolled the prints, and the law enforcement stamp. If those two requirements are not met, we will **NOT** accept the card.
- Mail the required items listed above (signed application, photocopy of one accepted form of identification, payment, and set of fingerprints, if applicable) to the following address:

**Houston Permitting Center
Houston Police Department – Identity Verification Unit
1002 Washington Avenue, Basement Level
Houston, Texas 77002-1543
Attn: Clearance Letter Section**

For any questions, contact the Clearance Letter Section at (832)394-4880, or by fax at (832)394-4882





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****APPLICANT: You may either wait for the completion of your clearance letter or it may be mailed to the address listed on your application.**

PROOFREAD YOUR CLEARANCE LETTER UPON RECEIPT

Current State DL #/ID # : _____ Email: _____

SS # : _____

Person making request: _____ Phone # : _____

Name: (Mr./Mrs./Ms.): _____
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

Address: _____ Apt#: _____

City/State/Zip Code: _____

Race: _____ Sex: _____ Date of birth: _____ Country of Birth: _____

Length of Residence in the Houston area: (From) _____ (Through) _____
Month & Year Month & Year

Circle reason: (permanent residence status, citizenship, sponsorship, political asylum, travel, business, work, attend school, hunting purposes, passport, adoption, missionary, US work permit, U-Visa, etc.)

Name of business: _____ Country originating from: _____

Country traveling to: _____

NO RECORD BY NAME
H.P.D.-IDENTITY VERIFICATION UNIT
SEARCH BY: _____
DATE: _____

I affirm that the information I have provided on this application form/government document is accurate and true for the clearance letter processing needs of the Houston Police Department.

PRINTED NAME

SIGNATURE

DATE

