

NEWBERG-DUNDEE POLICE DEPARTMENT LOCAL POLICE RECORDS CHECK REQUEST FORM

Local criminal records checks can only be conducted for citizens who reside within Newberg-Dundee Police Department's law enforcement jurisdiction and for the requesting party. A certified letter will state whether you have a criminal record within the cities of Newberg or Dundee. This certified letter may be used when applying for a work or a travel visa.

Citizens outside the city limits of Newberg or Dundee must contact Yamhill County Sheriff's Department.

COST: \$35.00

REQUIRED: Please bring photo Identification when you apply in person

Date of Request			
Requestor's Name			Phone #
Address:			
City:		State:	Zip Code:
Records Check: Date of Birth:		Oregon License No.*	

*Please bring a copy of your photo ID

I AGREE NOT TO USE, SHARE OR DISSEMINATE ANY INFORMATION PERTAINING TO THE RECORD OTHER THAN FOR LAWFUL PURPOSES. I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL PROCESSING FEES ONCE THE RECORD IS REQUESTED, UNLESS THE RECORD IS DEEMED NOT RELEASABLE.

Signature of Requestor:*	Date:
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*Faxed Copies not accepted

FOR RECORDS USE ONLY			
Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt #:	<input type="checkbox"/> Referred to supervisor for approval	Date Referred
<input type="checkbox"/> Approved (Date/Initial)	<input type="checkbox"/> Denied (Date/Initial)	Reason for Denial:	
Date Supervisor Notified	Time Notified	Notified By	