

## 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	