



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 \$21.81 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

