

INSTRUCTIONS FOR CRIMINAL RECORD SEARCH AND/OR LETTER OF GOOD CONDUCT

To request a Criminal Record Search on yourself by mail:

Type or print clearly and complete the Application for Background Check (PDCS-5426a) form by following these instructions:

- Complete all applicable sections of the PDCS-5426a form with the information pertaining to the research to be conducted;
 - You are required to provide notarized copies of two (2) forms of identification when submitting this form: a valid Driver's License or State Identification Card, a Birth Certificate, Military Identification Card, a valid Passport, a valid Alien Registration Card or Employment Registration Card;
 - Sign at the appropriate area;
 - Attach a self-addressed stamped envelope for your returned reply, and mail your request to the Suffolk County Police Department, Central Records Section, 30 Yaphank Avenue, Yaphank, NY 11980 ATTN: L.O.G.C. Desk. Do not enclose a payment with your request. You will be billed .25¢ (twenty-five cents) per page for any paperwork this agency returns to you.
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To request a Criminal Record Search on an individual(s) other than yourself by mail:

Type or print clearly and complete the Application for Background Check (PDCS-5426a) form by following these instructions:

- Complete all applicable sections of the PDCS-5426a form with the information pertaining to the research to be conducted;
 - Indicate the name and exact date of birth of the name to be researched;
 - Sign at the appropriate area;
 - Attach a self-addressed envelope for your returned reply, and mail your request to the Suffolk County Police Department, Central Records Section, 30 Yaphank Avenue, Yaphank, NY 11980 ATTN: L.O.G.C. Desk. Do not enclose a payment with your request. You will be billed .25¢ (Twenty-five cents) per page for any paperwork this agency returns to you.
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To request a Letter of Good Conduct by mail:

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

- Complete all applicable sections of the PDCS-5425c 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 envelope for your reply;
- Mail your request to the Suffolk County Police Department, Central Records Section, 30 Yaphank Avenue, Yaphank, NY 11980 ATTN: L.O.G.C. Desk.

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 through Friday at 631-852-6316 between the hours of 9:00 am and 4:30 pm.