



**City of Newton
Police Department
Office of the Chief of Police**

1321 WASHINGTON ST
NEWTON, MASSACHUSETTS 02465



TELEPHONE
(617) 796-2101
FAX
(617) 796-3679

Request for "Letter of Good Conduct"

The Newton Police Department will provide a "Letter of Good Conduct" to residents as a courtesy. This letter will verify that a check of the Newton Police Department's Records System was completed and will state, "No criminal record on file." The fee for the letter is \$10 (ten) payable to the City of Newton at time of receipt of letter. **Citizens must provide proof of Newton residency and a positive (photo) identification when the form is submitted.** This form must be submitted in person at Police Headquarters. You will be contacted when the letter is ready.

IMPORTANT: A letter **will not** be provided if a search of the files of the Newton Police Department discloses that you were involved in incidents of a criminal nature. **The NPD reserves the right to determine when such letter will be provided.** The Newton Police Department cannot provide any citizen with a copy of their own Criminal Offender Record Information (CORI). The Massachusetts Criminal History Systems Board may provide this information. CORI Forms are available upon request.

Applicant Information

(All information must be complete and accurate before submission to the Chief's Office)

Date of Request _____

Name _____
(Print name, as it should appear on letter)

Date of Birth _____

Street Address _____

Phone # _____

(By signing below the Applicant acknowledges having read and understood the above.)

Signature of Applicant _____

*****To be completed by Police Officer/Employee accepting request*****

Type of Identification provided: _____ ***(Attach copy of ID shown)***

Proof of Residency Provided: Yes _____ No _____ Request for Notarized Letter: Yes _____ No _____

Reason for Request _____

Police Officer/Employee accepting request _____

MAIL TO: Chief of Police 1321 Washington St, Newton, MA 02465 and include payment of \$10.00