



Town of Barnstable Police Department

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Hyannis, MA 02601



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Main Fax: 508-790-4167
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www.barnstablepolice.com

Matthew K. Sonnabend, Chief of Police
Jean B. Challies, Deputy Chief of Police
Jennifer P. Ellis, Deputy Chief of Police

Request for "Letter of Good Conduct"

The Barnstable Police Department will provide a "Letter of Good Conduct" to residents as a courtesy. This letter will verify that a check of the Barnstable Police Department's Records Management System was completed and will state, "No criminal record on file." **Citizens must provide proof of Town of Barnstable 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 Barnstable Police Department discloses that you were involved in incidents of a criminal nature. The BPD reserves the right to determine when such letter will be provided. The Barnstable 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 on mass.gov or upon request.*

Applicant Information

(All information must be complete and accurate before submission to the Records Department)

Date of Request _____

Name _____

(Print name, as it should appear on letter)

Any other name(s) used, including maiden name _____

Date of Birth _____

Street Address _____

Total number of years as a Town of Barnstable resident _____

Phone number _____

(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 ___

Reason for Request: _____

Police Officer/Employee accepting request: _____