

**MISSOULA POLICE DEPARTMENT
CRIMINAL HISTORY RECORD CHECK REQUEST**

Record checks and Letters of Good Conduct can take up to 10 BUSINESS days to complete
There is a \$15.00 fee per records check that must be paid in advance
Please provide a copy of your current identification (Driver's License/Passport) with this form

Would you like to pick up your records check? _____ Have your records check mailed to you? _____
Sorry – we are unable to fax or e-mail record check results.

Please print legibly

Date: _____

Reason for Records Check: VISA For what country? _____

Letter of Good Conduct -Must be a current resident of the City of Missoula and have lived here for at least 6 months

Employment Criminal Justice Employment

Other _____

Last Name: _____ First Name: _____ Middle: _____

Maiden Name: _____ Aliases/used nicknames: _____

Date of Birth: _____ Social Security Number: _____

Physical Address: _____

Mailing Address: _____

How long have you lived in the City of Missoula? _____ Daytime Phone: _____

If requestor is someone other than the above (must provide signed waiver from subject of records check):

Name: _____ Agency/Company: _____

Mailing Address: _____

Daytime phone: _____

PLEASE NOTE:

*A records check is a list of criminal arrests and citations issued by the Missoula Police Department. It does not include dispositions on those arrests/citations. If you are seeking dispositions on your citations, please contact the courts.

*We do not release records outside of our jurisdiction – including Missoula County or UMPD. You must contact those agencies if you believe you have a record with them.

*Traffic records are not kept on file here and will not be included in the records check. Please contact MT Highway patrol for any traffic record check.

*Pursuant to Montana Law, Juvenile records (if in existence) cannot be released by this department.