



**REQUEST FOR LOCAL BACKGROUND CHECK**  
**PRINT LEGIBLY**

REASON FOR REQUEST

\_\_\_\_\_ EDUCATION \_\_\_\_\_ IMMIGRATION \_\_\_\_\_ OTHER, PLEASE SPECIFY BELOW:  
\_\_\_\_\_ EMPLOYMENT \_\_\_\_\_ VISA APPLICATION \_\_\_\_\_

FULL LEGAL NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ ALTERNATE NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SOCIAL SECURITY NO: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DRIVER'S LICENSE OR ID NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

The Kyle Police Department issues Letter of Good Conduct to assist members of the community with educational, employment, immigration, military, and travel requirements. State Law prevents the Kyle Police Department from including records information maintained by other law enforcement agencies.

- 1) The processing of this request may take up to **five (5) business days**.
- 2) The fee is **\$10 dollars**, if paid via cash, check or money order; or, the fee is **\$12.50 if paid via credit or debit card**, payment must be made at the time of submitting the request.
- 3) **A color copy** of your Driver's License, Identification Card, or Passport must be provided with the request.
- 4) To reduce the spread of COVID-19, the police department will **EMAIL** you a copy of the notarized letter and send the **original via 1<sup>st</sup> Class Mail** to the Current Address listed above.

Additional Information:

- Background checks are based on local information within the Kyle Police Department Record Management System.
- Texas Criminal History information is obtained through the Texas Department of Public Safety (DPS) Crime Records Service at (512) 424-5079 or electronically at [dps.texas.gov/administration/crime\\_records](https://dps.texas.gov/administration/crime_records).
- National Background checks may be obtained by the Federal Bureau of Investigation (FBI) electronically at <https://www.edo.cjis.gov> . Upon receipt of the fingerprint card, the process is estimated at five (5) to ten (10) business days.