



*City of Madison Police Department  
211 S. Carroll Street  
Madison, Wisconsin 53703*

**Background Request Phone Number: 608-261-8015**

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**\*\*\*CLEARANCE & VISA LETTER REQUEST\*\*\***

\*Requests may be made in person at 211 S. Carroll St in Room GR10 or by US Mail only.\*

\*Clearance and Visa Letter Requests are processed 7-10 business days from date of request.\*

\_\_\_\_\_  
FULL LEGAL NAME (PRINT LEGIBLY)

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
OTHER NAMES USED (IE: MAIDEN, MARRIED, ETC)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
REQUESTOR NAME & DAYTIME PHONE NUMBER

Request is being made for:     Clearance Letter     Visa Letter

All Clearance and Visa Letters will be notarized.

Clearance and Visa Letters take 7-10 business days to process. We require pre-payment of \$9.00 for each person requiring a letter. We can either call the requestor to pick-up the letter upon completion or we can mail it to the address provided. For letters needing to be mailed outside of the continental United States, an addressed and pre-paid postage envelope must be provided.

Mailing address:  
Madison Police Court Services  
Attn: Backgrounds  
Room GR10  
211 S Carroll Street  
Madison, WI 53703

Preferred Method of Receipt:

Mail \_\_\_\_\_

\_\_\_\_\_  
Mailing Address if different from above

Pick-Up \_\_\_\_\_

\_\_\_\_\_  
Name & Phone Number if different from above

**Date of Request & Payment Received**

\_\_\_\_\_