



TOWNSHIP OF BERNARDS POLICE DEPARTMENT

One Collyer Lane
BASKING RIDGE, NEW JERSEY 07920
(908) 766-1122
FAX (908) 766-0575

REQUEST FOR LETTER OF GOOD CONDUCT

The Bernards Township Police Department will provide a “Letter of Good Conduct” to current Bernards Township residents as a courtesy. This letter will verify that a check of the Bernards Township Police Department’s record system was completed and will state, “No criminal record on file”.

The fee for the letter is \$10 (ten dollars) payable to the Township of Bernards at the time of receipt of the request. Payment shall be in the form of cash, check or money order made payable to the Township of Bernards.

Applications for a Letter of Good Conduct will only be accepted by persons who currently reside in the Township of Bernards. Applications must be submitted in person at police headquarters between the hours of 9:00 am and 4:00 pm. Applicants will be notified when the letter is ready. For further questions contact Donna McDonald at dmcDonald@bernardspd.org.

Additional Requirements:

A **United States Citizen** is required to present two forms of identification when submitting an application for a Letter of Good Conduct; a valid Driver’s License or State Identification Card, a Birth Certificate, Military Identification Card, or a current Passport.

A **Non-Citizen** is required to present two forms of identification when submitting an application for a Letter of Good Conduct; a valid Driver’s License or State Identification Card, a valid Passport, Temporary Alien Registration Card, Employment Registration Card, Letter from the Department of Immigration and Naturalization Service’s verifying the applicant’s full name, address and reason for the Letter of Good Conduct, Letter from a Consulate verifying the applicant’s full name, address and reason for the Letter of Good Conduct.

IMPORTANT: A letter will not be provided if a search of the files of the Bernards Township Police Department discloses that the applicant had been involved in incidents of a criminal nature. The Bernards Township Police Department reserves the right to determine when such a letter will be provided. The Bernards Township Police Department cannot provide any applicant with a copy of their own Criminal History Record Information (CHRI). New Jersey Administrative Code (N.J.A.C.) 13:59-1 et seq. authorizes the dissemination of New Jersey Criminal History Record Information (CHRI) by the New Jersey State Police (NJSP), Identification & Information Technology Section (<https://www.nj.gov/njsp/criminal-history-records>). Inquiries may be made through the New Jersey State Police, Criminal Information Unit at (609) 882-2000, extension 2302 or CIU@njsp.gov.



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Application for Request For
LETTER OF GOOD CONDUCT
(Local Records Check ONLY)

Date: _____

Full Name: _____

Previous Names (including maiden): _____

Current Home Address: _____

Length of Residency in Bernards Township: From: _____ To: _____

Home Phone Number: _____ Cell Phone Number: _____

Date of Birth: _____ Sex: Male Female

Social Security Number: _____

Driver's License Number: _____ State: _____

Reason for Request: _____

(i.e. foreign work permits, travel visa, adoption, etc.)

By signing below, I am authorizing the Bernards Township Police Department to conduct a local records check only.

Signature of Applicant (Authorization for Records Check)

I would like the letter to be mailed to my current address.

OR

Please call and I will pick up the letter.

*NOTE: There is a \$10.00 fee payable at the time of the request. Payment shall be in the form of cash, check or money order made payable to the Township of Bernards.