

To expedite the mentor/mentee matching process, please submit a background check at the time of the training. If finances are an issue, please contact Kelly Galloway at (202) 347-0511 x207

Metropolitan Police Department

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Police Clearance Requests by Mail

Persons living outside of the District or who are otherwise unable to come to the office in person, may do the following:

1. Write a letter requesting your police clearance to:

Metropolitan Police Department
Arrest and Criminal History Section
ATTN: Police Clearances
300 Indiana Avenue NW, Room 3055
Washington, DC 20001

The letter should include the following information:

- Full Name
 - Date of Birth (month, date, year)
 - Social Security Number
 - Place of Birth
 - Race
 - Exact Street Address
2. Letter must be notarized by a Notary Public)
 3. Letter must include a \$7 money order (personal checks *are not* accepted) payable to: DC Treasurer
 4. Include a self-addressed, stamped envelope
 5. Businesses requesting clearances on individuals for employment must have a signed/notarized authorization form from the person to whom the record relates

Please allow three weeks for processing.