



Ventura County **SHERIFF'S OFFICE**

Jim Fryhoff - Sheriff | **John Reilly** - Undersheriff

800 S. Victoria Avenue, Ventura, CA 93009 | 805.654.2385 | VenturaSheriff.org

Clearance letters are issued by the Ventura County Sheriff's Office's Criminal Records Unit for residents of Camarillo, Fillmore, Moorpark, Thousand Oaks, Ojai, and the unincorporated areas of Ventura County. Clearance letters, or letters of good conduct, are **only** issued for adoption requirements or foreign travel.

Requests may be made at the Ventura County Sheriff's Criminal Records Units located in Ventura or Thousand Oaks. Office hours are Monday – Friday, between 8:00 am to 5:00 pm, excluding County or City observed holidays. Appointments are preferred but not required.

Ventura County Government Center

Sheriff's Annex, Criminal Records Unit
800 S. Victorina Avenue
Ventura, CA 93009
(805) 654-2336

Thousand Oaks Police Station

Criminal Records Unit
2101 E. Olsen Road
Thousand Oaks, CA 91360
(805) 494-8208

Requests must be made in person by the subject of the clearance or their representative with valid proof of ID.

Expired identification documents are not accepted.

Proof of Identification (at least one)

- United States Visa (for non-U.S. citizenship/non-United States resident)
- U.S. Passport, or birth certificate, if born in the United States
- U.S. residency card
- California Driver's License or California Identification Card

A representative must present the following:

1. An original, **notarized** letter from you giving authorization to receive the information on your behalf.
2. A **notarized** copy of your valid state-issued identification
3. The representative's valid state-issued identification
4. An original letter stating what is being requested and the purpose of the request with your signature included.

If the clearance letter requires notarization, you must bring your own notary.

If the letter requires an Apostille, you may contact the Secretary of State or visit their website at <https://www.sos.ca.gov/notary/request-apostille> for information.

Time to research and craft the letter may take up to 5 business days.

Fees of \$20.00 per letter is assessed.

The Ventura County Sheriff's Office does not provide notary service.

The Ventura County Sheriff's Office does not issue police clearance letters for the purposes of immigration to the United States, emigration from the United States, or for employment background purposes. These types of clearances are completed via a Live Scan electronic fingerprint submission. More information is available on the California Attorney General's website.

Visa/Immigration: <https://oag.ca.gov/fingerprints/visaimmigration>

Background Checks: <https://oag.ca.gov/fingerprints>

Federal Bureau of Investigation

The Federal Bureau of Investigation (FBI) will provide an Identity History Summary or documents for the purposes of immigration, emigration, and visas. The FBI furnishes national clearances directly to the embassy or consulate that is processing the applicant. More information is available on the FBI's website.

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>