Berlin Police Department

Service ◆ Integrity ◆ Community

Michael Scheer
Chief of Police

Attention: Request For LETTER OF GOOD CONDUCT

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

The fee for the letter is $10 (ten dollars) payable to the Borough of Berlin at the time of receipt of the request. Payment shall be in the form of money order made payable to the Borough of Berlin. Applications for a Letter of Good Conduct will only be accepted by persons who currently reside in the Borough of Berlin.

Applications must be submitted in person to the police matron during records, hours of operation. Applicants will be notified when the letter is ready.

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, a current Passport, a valid Permanent Alien Registration Card or Employment Registration Card.

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 Berlin Police Department discloses that the applicant had been involved in incidents of a criminal nature. The Berlin Police Department reserves the right to determine when such a letter will be provided. The Berlin Police Department cannot provide any applicant with a copy of their own Criminal History Records Information (CHRI).

New Jersey Administrative Code (N.J.A.C.) 13:59-1 et seq. authorizes the dissemination of New Jersey Criminal History Records Information (CHRI) by the New Jersey State Police (NJSP), Identification & Information Technology Section. Inquiries may be made through the New Jersey State Police, Criminal Information Unit.