



**MONTCLAIR POLICE DEPARTMENT**

**APPLICATION FOR LOCAL RECORD REVIEW**

California Penal Code Sections 13320 – 13323 afford persons concerning whom a local summary criminal history record is maintained in the files of the local criminal justice agency a reasonable opportunity to examine the record compiled from such files and refute any erroneous or inaccurate information contained therein.

A summary criminal history record, if one exists, will be sent to you by mail or other appropriate means mutually agreeable to you and the Department. If no record exists, a response will be sent to you indicating that information.

The following required documentation must accompany this application:

- ◆ Current California driver’s license or identification card; or  
Current out-of-state driver’s license or identification card; or  
Other valid government issued identification
- ◆ \$25 fee (cash, check, or money order. Do not send cash if mailing form)
- ◆ If applying by mail, all of the following:
  1. Photocopy of one of the above listed forms of identification
  2. Application for Local Record Review must be notarized
- ◆ Fingerprints **may** be required for positive identification

The undersigned hereby applies to obtain a summary criminal history record:

Name: \_\_\_\_\_

Last	First	Middle
(AKA or maiden name) _____	_____	_____
Last	First	Middle

Mailing Address: \_\_\_\_\_  
Address City State Zip Code

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Telephone Number ( \_\_\_\_\_ )  
Month Day Year

Driver’s License No. \_\_\_\_\_ Other Identification \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

For Notary Use Only

State of California  
County of San Bernardino

On \_\_\_\_\_ before me, \_\_\_\_\_, Notary Public  
personally appeared \_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_