



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES
AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
STATE POLICE BUREAU OF IDENTIFICATION



LETTER OF GOOD CONDUCT
INSTRUCTION SHEET

CGS 54-142p – LETTER OF GOOD CONDUCT

A Letter of Good Conduct may be issued to an individual **ONLY** in conjunction with the individual's application to enter the United States or a Foreign Nation.

Any criminal justice agency may furnish criminal history record information or a no criminal record letter to an individual in conjunction with an application to enter the United States or a Foreign Nation when the subject of the record (1) certifies that the information is needed to complete an application to enter the United States or a Foreign Nation, and (2) provides proof that he/she is the subject of the record.

The disseminating agency shall certify that the information released is accurate as of ninety (90) days prior to release and is being disclosed only for the purpose of assisting the subject of the record in gaining entry into the United States or a Foreign Nation.

INFORMATION REQUIRED TO OBTAIN A LETTER OF GOOD CONDUCT ARE AS FOLLOWS:

- Submit Letter of Good Conduct Form. Fill in all applicable information.
- Submit a FULL set of fingerprints for Positive Identification. Fill in all applicable information on the fingerprint card.
- Submit a check or money order in the amount of \$50.00 U.S. dollars for each original Letter of Good Conduct requested. Make the check/money order payable to : **Treasurer, State of CT**
- All Letters of Good Conduct issued from this office will be "*notarized*".

Send your request to:

State of Connecticut
DESPP – Division of State Police
Attn: S.P.B.I.
1111 Country Club Road
Middletown, CT 06457

If the instructions you received requiring you to obtain a "Letter of Good Conduct" also require a letter to have an "**Apostille**", the following should be done:

1) Request the Letter of Good Conduct from the State Police Bureau of Identification, after receiving the letter from this bureau **2)** contact the **Office of the Secretary of State** for instruction on how to obtain the "**Apostille**". The e-mail address for the Secretary of State's Office is www.ct.gov/sots. When on the Secretary of State Website, click the words AGENCY RESOURCES for the "**Apostille**" information. You can also reach the Authentication/Apostille Unit by phone at 860-509-6100.

Should you have any questions, please contact the State Police Bureau of Identification by phone at 860-685-8480. Hours of Operation are Monday – Friday, 8:30 am – 4:30 pm EST; closed weekends and holidays.

SPBI 860-685-8480; Fingerprint 860-685-8270
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