



# STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF STATE POLICE  
BUREAU OF IDENTIFICATION

## LETTER OF GOOD CONDUCT REQUEST FORM

(Please Type or Print Clearly)



**ON LINE BELOW CLEARLY TYPE OR PRINT YOUR FULL LEGAL NAME EXACTLY THE WAY IT SHOULD APPEAR ON THE LETTER OF GOOD CONDUCT**

**Name:** \_\_\_\_\_  
FIRST NAME MI/MAIDEN LAST NAME

**PLEASE TYPE OR PRINT ANY ALIAS OR MAIDEN NAMES ON LINES BELOW:**

\_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YY

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### REASON FOR REQUEST (please check reason and enter name of Country)

\_\_\_ Immigration / Country requiring information: \_\_\_\_\_

\_\_\_ Foreign Adoption/ Country requiring information: \_\_\_\_\_

\_\_\_ Student / Country requiring information: \_\_\_\_\_

\_\_\_ Visa / Country requiring information: \_\_\_\_\_

\_\_\_ Citizenship/Country requiring information: \_\_\_\_\_

\_\_\_ Other – Please fill in reason on the line below and enter name of Country requiring information

\_\_\_\_\_/\_\_\_\_\_  
Reason Country

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*PLEASE SUBMIT FINGERPRINTS ALONG WITH THIS REQUEST. READ ALL INSTRUCTIONS.**

Phone: (860) 685-8480 Fax: (860) 685-8361 -1111 Country Club Road, Middletown, CT 06457-2389

**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 for \$50. U.S. dollars for each original Letter of Good Conduct requested. Make the check payable to: **DPS**
- All Letters of Good Conduct issued from this office will be “*notarized*”.

**Send your request to: State of Connecticut**

**Department of Public Safety**  
**Attn: S.P.B.I.**  
**1111 Country Club Road**  
**Middletown, Ct. 06457-2389**

If the instructions you received requiring you to obtain a “Letter of Good Conduct” also require the 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 instructions on how to obtain the “**Apostille**”. The e-mail address for the Secretary of State Office is [www.sots.ct.gov](http://www.sots.ct.gov) When on the Secretary of State website click on the words **COMMERCIAL RECORDING** for the “**Apostille**” information. You can also reach the Commercial Recording Division by phone @ **860-509-6002**.

If you have any questions please contact the State Police Bureau of Identification by phone @ 860-685-8480.

Hours of operation: Monday – Friday 8:30am – 4:30pm est., closed weekends and holidays.