



# City of Madison Police Department

Captain Carl Gloede Information Management and Technology  
211 S. Carroll Street  
Madison, Wisconsin 53703

Records Requests  
Phone: 608-266-4075  
608-266-4969

Accident Reports  
608-266-4072  
Fax: 608-267-1117

### \*\*\*CLEARANCE /VISA LETTER REQUEST\*\*\*

Requests may be made in person at the records window or by US Mail only. Please use this form if you are requesting by mail.

Requestor: \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Other Names used, Such as maiden names \_\_\_\_\_

Drivers License # or State ID \_\_\_\_\_ State of Issue \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Request is being made for a City of Madison Clearance Letter \_\_\_\_\_ Visa Letter \_\_\_\_\_

All clearance letters will be Notarized.

When submitting a request for a Clearance or Visa letter by mail, please include prepayment of \$9.00 and a photocopy of your government issued ID, such as a drivers license, state ID, or passport.

Prepayment must be received before we process your request. Your request will not be processed without payment. Processing time is usually about 1 week if request is by mail, twenty minutes if done in person at the Records counter.

Our Mailing address is:

Madison Police  
GR 10 (Clearance Letter)  
211 S Carroll Street  
Madison, WI 53703

If the request is to be mailed out of the continental United States, please include a stamped, self-addressed envelope with your request.

For internal use only: Date Received \_\_\_\_\_

