

[Your Agency's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Subject: Guidelines for Submission of Police Clearance Certificate (PCC)

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to outline the necessary guidelines for submitting your application for a Police Clearance Certificate (PCC). Please follow the steps below to ensure a smooth processing of your submission.

1. ****Application Form****: Complete the attached PCC application form. Ensure all fields are filled out correctly.

2. ****Required Documents****: Include the following documents with your application:

- Valid government-issued photo ID
- Proof of address (utility bill, bank statement, etc.)
- Recent passport-sized photographs (x2)

3. ****Fees****: A non-refundable processing fee of [amount] must be submitted along with your application. Payment can be made via [payment method].

4. ****Submission Method****: Applications can be submitted in person at our office located at [office address] or sent via mail to the address above.

5. ****Processing Time****: Please allow [number of weeks] weeks for processing. We will notify you upon completion.

6. ****Contact Information****: For any questions or clarifications, feel free to contact us at [phone number] or [email address].

Thank you for your attention to these guidelines. We look forward to assisting you with your PCC application.

Sincerely,

[Your Name]

[Your Title]

[Your Agency's Name]

[Contact Information]