

[Your Agency's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department/Agency Name]

[Address]

[City, State, ZIP Code]

Subject: Requirements for Police Clearance Certificate (PCC) Procedures

Dear [Recipient's Name],

We are writing to outline the necessary requirements for obtaining a Police Clearance Certificate (PCC) through our agency. Please find below the details that must be fulfilled:

1. ****Completed Application Form****

- Ensure the application form is fully filled out and signed.

2. ****Valid Identification****

- Provide a copy of a government-issued ID (e.g., passport, driver's license).

3. ****Proof of Residence****

- Submit a document verifying your current address (e.g., utility bill, lease agreement).

4. ****Fingerprinting****

- Complete fingerprinting at an authorized location. Attach the fingerprint card to your application.

5. ****Fees****

- Include a payment of [amount] in the form of [accepted payment methods].

6. ****Additional Documentation**** (if applicable)

- [List any other specific documents necessary based on case type]

We appreciate your cooperation and promptness in assembling these documents. Should you have any questions or require further clarification, please feel free to contact us at [phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Agency Name]

[Contact Information]

[Website URL (if applicable)]

[Enclosures: (If any)]