



Riverhead Police Department
210 Howell Ave, Riverhead, NY 11901
Tel: (631)727-4500
Fax: (631) 727-8630

APPLICATION FOR LETTER OF GOOD CONDUCT

SECTION I: Must be completed by Applicant

Type or print clearly and complete the Application for a Letter of Good Conduct, PDTR 22-04 form by following the instructions below:

- Complete all sections of the PDTR 22-04 form, including the signature section, authorizing the research be conducted.
- A United States Citizen is required to provide a copy of two forms of identification as proof of citizenship when submitting this form. A valid Driver's License or State Identification Card, a Birth Certificate, a Military Identification Card, a current Passport, a valid Permanent Alien Registration Card or Employment Registration Card are acceptable forms of identification.
- A Non-Citizen is required to provide a copy of two forms of identification when submitting this form. A valid Driver's License, a valid Passport, Temporary Alien Registration Card, Employment Registration Card or a letter from the Department of Immigration and Naturalization Services verifying the applicant's full name, address, and reason for the Letter of Good Conduct are valid forms of identifications.
- Sign at the appropriate area and have notarized then submit a nonrefundable payment of \$20.00 (twenty dollars) **CASH** only. **Please include a self-addressed stamped envelope in order to receive your correspondence.**

Name to be researched _____

First

Middle

Last

Maiden Name (or any other name used) _____

First

Middle

Last

Date of Birth _____ Place of Birth _____

Social Security Number _____ - _____ - _____ Phone Number (_____) _____

Current Address _____

Previous Address _____

Indicate Reason Letter of Good Conduct is Requested: Adoption Employment Visa

Application for Citizenship Other (Please Explain) _____

Signature of Applicant _____ Date: _____

STATE OF NEW YORK

COUNTY OF SUFFOLK

SWORN to before me this

____ Day of _____, 2025

NOTE: False Statements made herein are punishable as a Class "A" Misdemeanor Pursuant to Section 210.45 of the NYS Penal Law

SECTION II: For use by Police Department Personnel

____ Approved _____ Denied (Documentation to be provided to Applicant)

Investigating Employee's Initials: _____ Supervisor's Signature: _____

Failure to comply with all the necessary data may result in the delay or denial of your request. Should you have any questions, please call Tammy Moore, Monday – Friday at (631) 727-4500 ext. 315 between the hours of 9:00a.m. to 4:00p.m.