



# Montville Township Police Department

**Andrew Caggiano**  
Chief of Police

**Mark Olsson**  
Captain of Administration

**Carlo Marucci**  
Captain of Operations

## **Attention: Request for LETTER OF GOOD CONDUCT**

The Montville Township Police Department will provide a “Letter of Good Conduct” to current Montville Township residents as a courtesy. This letter will verify that a check of the Montville Township Police Department’s record system was complete and will state, “No criminal record on file”.

### Additional Requirements:

A **United States Citizen** is required to present two forms of identification when submitting an application for a Letter of Good Conduct; a valid Driver’s License or State Identification Card, a Birth Certificate, Military Identification Card, a current Passport, a valid Permanent Alien Registration Card or Employment Registration Card.

A **Non-Citizen** is required to present two forms of identification when submitting an application for a Letter of Good Conduct; a valid Driver’s License or State Identification Card, a valid Passport, Temporary Alien Registration Card, Employment Registration Card, Letter from the Department of Immigration and Naturalization Service’s verifying the applicant’s full name, address and reason for the Letter of Good Conduct, Letter from a Consulate verifying the applicant’s full name, address and reason for the Letter of Good Conduct.

### FAQ:

#### **How can I submit a Letter of Good Conduct?**

Applications for a *Letter of Good Conduct* will only be accepted by persons who currently reside in Montville Township. Applications must be submitted in person to the Records Department between the hours of 8:30 am and 4:30 pm. Applicants will be notified when the letter is ready.

#### **When will a letter not be provided?**

A letter will not be provided if a search of the files of the Montville Township Police Department discloses that the applicant had been involved in incidents of a criminal nature. The Montville Township Police Department reserves the right to determine when such a letter will be provided. The Montville Township Police Department cannot provide any applicant with a copy of their own Criminal History Records Information (CHRI).

#### **Can you process a Letter of Good Conduct for a Juvenile?**

Yes a *Letter of Good Conduct* can be processed for a Juvenile. We will require a parent to provide the signature on our form. The form can be signed in front of the Montville Township Police Records Department.

360 Main Road Montville, NJ 07045

P.973.257.4300 ● F. 973.334.4880 ● E.policerecords@montvillenj.org



## LETTER OF GOOD CONDUCT FORM

**IDENTIFICATION MUST BE PRESENTED WHEN PRESENTING THIS FORM**

I, \_\_\_\_\_, hereby authorize and allot the Montville Township Police Department to release any and all records which are on file with their facility to \_\_\_\_\_, for the purpose of \_\_\_\_\_.

I am fully aware that my rights to privacy under the Constitution are suspended for this purpose.

### LOCAL RECORD CHECK ONLY

<b>FIRST NAME:</b>		<b>MIDDLE INITIAL:</b>		<b>LAST NAME:</b>	
<b>ADDRESS:</b>					
<b>PREVIOUS ADDRESS:</b>					
<b>CITY:</b>		<b>STATE:</b>		<b>ZIP:</b>	
<b>DAY PHONE #:</b>		<b>EVENING PHONE#:</b>			
<b>MONTVILLE TOWNSHIP ADDRESS</b> (IF DIFFERENT FROM ABOVE)					
<b>ALIAS (INCLUDE MAIDEN) NAME:</b>					
<b>DOB:</b>	/	/	<b>SEX:</b>	M	F
			<b>SSN:</b>	__-__-__	<b>DL#</b>
					<b>STATE</b>
<b>LENGTH OF RESIDENCY IN MONTVILLE TOWNSHIP:</b>			<b>FROM</b>	<b>TO</b>	
<b>ARE YOU SIGNING THIS FOR A JUVENILE:</b> YES NO					
<b>RELATIONSHIP TO JUVENILE:</b>				_____	
<b>SIGNATURE OF PERSON MAKING STATEMENT:</b> _____					<b>DATE:</b> _____
SIGNATURE MUST BE WITNESSED					
<b>SIGNATURE WITNESSED BY:</b> _____			<b>DATE:</b> _____		
<b>WHERE WOULD YOU LIKE THE LETTER SENT:</b>		<b>CURRENT ADDRESS</b>		<b>WILL STOP BACK AND PICK IT UP</b>	

### OFFICE USE ONLY

**PROPER IDENTIFICATION**      **LETTER SENT**      **PICKED UP IN PERSON**

**PROCESSED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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