**How to get a Certificate of good conduct from your local police or your government**

U.S. citizens may be asked to present a “certificate of good conduct” or “lack of a criminal record” for a variety of reasons for use abroad, including adoption, school attendance, employment, etc. U.S. law enforcement authorities may not be familiar with such a procedure since it is not commonly requested in the United States.

**Process:**

1. Go to your local police department where you reside or last resided in the United States, request that the police conduct a local or state criminal records search and provide you with a document reflecting that there is no history of a criminal record.
2. The police department will typically give you a short form to fill out when you express interest in requesting a letter of good conduct.
3. You'll need to give your full name, address, [telephone](https://www.bhphotovideo.com/c/buy/smartphones/ci/24039/N/3955685938) number and personal ID numbers like your Social Security number or driver's license number. You'll also need to state the reason why you are requesting this letter. Many departments require this form to be submitted in person and do not accept mail-in or electronic forms.
4. After you turn in the form and pay the processing fee (if applicable), the police department will check whether you have ever had criminal charges filed against you within their jurisdiction and/or within the state. This does not happen automatically and usually takes several business days, but the turnaround time varies by department.
5. You will only receive the letter of good conduct if you have a clean record. Check with your local police department to understand exactly how you will receive your letter. To avoid delays, be sure to understand your local police department's policies and procedures regarding the delivery or pick-up of your letter.

Information from: <https://travel.state.gov/content/travel/en/international-travel/while-abroad/criminal-record-checks.html>