



# City of San Antonio Police Department



*An Organization of Value-Oriented People.  
Reflective of Our Diversity.  
Dedicated to Serving the Community  
With Integrity, Honor, and Fairness:  
That All May Know Justice, Equality,  
And Freedom Under the Law.*

It is the San Antonio Police Department policy in checking arrest records for anyone other than a criminal justice agency that a signed release from the person the background check is being conducted on is required. Please complete the attached form with all the necessary information, paying particular attention to the following:

1. Please fill in the name of the agency, company, consulate, firm, person or U.S. Government Recruiter in the appropriate space to whom this criminal history record information is to be furnished.
2. Please fill in your name and all essential information as required to conduct a thorough background check.
3. Please fill in your address. If you currently do not live in San Antonio, but you have a previous address in San Antonio please list it under previous address.
4. It is imperative that a right thumbprint be submitted in black ink. Your thumbprint should be rolled from one side where the thumbnail meets the skin across to the other side where the thumbnail meets the skin. Do your best to obtain all available ridge detail located on the pad of the thumb including the top joint and a partial amount of the second joint. **Please practice on the back of the form because all extra prints can be helpful for identification purposes.**
5. Requests must be notarized, if the person the background check is being conducted on is unable to come in to the San Antonio Police Department in person. Any bank or notary service in your area can provide notarization of the form.
6. There is a \$30.00 fee for background checks. Please include a money order or cashier's check payable to the City of San Antonio. If you need your background check letter/results notarized, you must also include the \$6 notary fee to your total.
7. A copy of your driver's license or identification card or passport is required. The expiration date must be valid and all information must be legible on the copy.
8. All information should be printed clearly along with a signature. Any missing or invalid information may delay the process.
9. Do not reply by fax or email. All replies should be mailed to the San Antonio Police Department Identification Office. Please enclose a self-address stamped envelope to expedite the process. Our mailing address is:

**San Antonio Police Department  
Identification Office  
315 S. Santa Rosa Ave.  
San Antonio Texas 78207**