

FBI CJIS Division – Record Department
1000 Custer Hollow Road
Clarksburg, WV 26306

Month dd, YYYY

Gentlemen,

This is a request for a Certificate of Good Conduct or its equivalent.

Enclosed are my fingerprints and a Certification of Criminal History Record Information from *your city and state* PD and an equivalent search from the *your previous city and state* Police Department. I have made copies of these and do not require their return.

Also enclosed is a Certified Check for \$18. *(verify that this is the current charge)*

The reason for my request is that the Certificate is required by the Spanish Embassy in *nearest consulate's city and state* as part of my application for a Retirement Visa. I plan to reside in Spain for more than 3 months beginning around *Month YYYY*.

If you have any questions, I can be reached at:

Your name

Your Address

Your City, State ZIP

Your phone number

Your email address