



*A California Licensed Adoption Agency*

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### **Instruction For Police Clearance Letter**

Dear Law Enforcement Official,

A letter is needed from a family's jurisdictional law enforcement agency for clearance for an intercountry adoption. This is a mandatory process for all families doing a foreign adoption. It is required by the foreign country placing the child. As a public servant, we ask that you comply with this request. We will try to explain what's needed to make your job easier.

The letter must be on your agency's letterhead, notarized, and include the following:

Name of the applicant

Statement that there is nothing currently on file regarding the applicant with your agency

Signature of the person completing the form needs to be a police officer (China Only)

Date completed

Notarized (if possible by your office, otherwise the applicant will bring a notary with them. The person signing the letter must be present).

This is a simple letter to satisfy the foreign representatives. It does not replace the fingerprinting processing which all families must complete - in fact, they do both state and federal clearances.

I hope this information clears up some of the confusion around this process. If you have any questions, please feel free to call us.

Sincerely,

Staff of Adoption Horizons