



# Kenilworth Police Department

419 Richmond Road  
Kenilworth, Illinois 60043  
Tel: 847.251.2141  
Fax: 847.251.3445

## Local Background Check / Clearance Letters – Request Form

The Police Department is frequently asked to conduct background checks for employment, adoption, licensing, overseas travel, citizenship in a foreign country or other purposes and provide what is typically referred to as a "clearance letter." The scope of this service is limited to a check of local records, consisting only of contacts (traffic & criminal) with the Kenilworth Police. A local background check does not include a criminal history check or response; drivers license check; FBI response; or immigration clearance. Persons interested in obtaining this information must contact each respective agency directly.

First Name*	
Middle Initial	
Last Name*	
Maiden Name	
Date of Birth*	
Street Address*	
City*	
State*	
Telephone Number*	
E-Mail*	
Reason for Background Check Request*	
Number of Original Documents Requested*	

*\* indicates required fields.*

By submitting this request and signing below, I certify that all information contained in this request is complete and accurate. I hereby further authorize the Kenilworth Police Department to conduct a local background check using files pertaining to both traffic and criminal arrests under the listed name.

I hereby release the Kenilworth Police Department, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may result due to compliance with this authorization and request to release information.

Signature

Date

Please note: You will be contacted by the Kenilworth Police Department when your request is completed. This typically takes up to 5 business days from the date of request.