



## **VISA/IMMIGRATION CLEARANCE**

California Penal Code Section 11105(c)(8) enables an individual to request a record clearance from the Department of Justice for visa/immigration and foreign adoption purposes. The following items are necessary to insure the processing of your request. Failure to follow these procedures may result in the delay or rejection of your clearance.

Please submit the following:

1. **A COMPLETED TEN-PRINT FINGERPRINT CARD**

Be sure the card is completed with your full name, date and place of birth, physical description (sex, weight, eyes, hair), drivers license number, social security number, and **return mailing address.**

Fingerprinting is usually available from your local police or sheriff's department, or from private vendors engaged in the fingerprinting business. Beginning January 1, 2004, if a private vendor is used, they must be certified by the California Department of Justice, and the fingerprint card must contain the certificate number.

2. **A MONEY ORDER, CERTIFIED CHECK, OR PERSONAL CHECK DRAWN ON A CALIFORNIA BANK, MADE PAYABLE TO THE CALIFORNIA DEPARTMENT OF JUSTICE**

The fee for each person for which a background check is requested is \$32. If the money order or certified check is from a non U.S. bank, the funds must be in U.S. dollars.

3. **A COPY OF THE LETTER YOU RECEIVED ADVISING YOU THAT A RECORD CLEARANCE WAS NECESSARY**

If you do not have such a letter, prepare one yourself clearly stating that a record clearance is needed and the reason why.

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Mail the above three items to:      DEPARTMENT OF JUSTICE  
Record Review Unit  
P.O.BOX 903417  
Sacramento, CA 94203-4170

Normal processing time is approximately six to eight weeks but may vary.

Replies will be mailed to the applicant. If you wish the response to be mailed to an assistance agency or law office, you must include a release form and their complete mailing address. **WE DO NOT PROVIDE CLEARANCES FOR ANYONE UNDER THE AGE OF 14, AND WE DO NOT MAIL DIRECTLY TO FOREIGN CONSULATES OR EMBASSIES, OR THE IMMIGRATION AND NATURALIZATION SERVICE.**