

REVISED 2/4/2016

COVER LETTER

Date: _____

Requestor Name: _____

Requestor Address: _____

Attention Record Request:

I, _____, am requesting a criminal history background check for personal review pursuant to 28CFR§16.30-1634. Please mail the results of the check to the following address:

Lancaster City Bureau of Police
39. W. Chestnut St.
Lancaster, PA 17603
Attention: Records Dept./Vendor License

I have a reason/date that requires expeditious handling (Optional):

(PLEASE PLACE DATE/REASON ON OUTSIDE OF MAILING ENVELOPE)

Date Required: ASAP

Reason: Business License

If you have any further questions, please contact me at:

Telephone: _____

Email: _____

Sincerely,

(Signature)