



LAKE FOREST POLICE DEPARTMENT

GOOD CONDUCT LETTER REQUEST

Please print clearly. The following information is required for a Good Conduct Letter. Effective January 1, 2018, this Department will no longer conduct juvenile records checks or provide letters for juveniles. Refer to Section 5-915 of the Juvenile Court Act (705 ILCS 405/5-915).

First Name: _____ Date of Birth: _____

Middle Initial: _____

Last Name: _____

Address: _____

Preferred Contact Phone: _____ Alternate Phone: _____

Okay to leave message? Y/N _____

Driver's License Number: _____

(You will be required to show your Driver's License to the Police Department representative)

Reason for this letter: _____

Please drop off this form at the Lake Forest Police Department, Public Safety Building, 255 W. Deerpath, Lake Forest, Illinois.

Lobby Hours: Monday – Saturday 8 AM – 6 PM. Closed Sundays and Holidays.

Your completed letter will be mailed to the above address. If you wish to pick up the letter, a representative will call to let you know when the letter is ready. Please allow 2 weeks for processing.

DO YOU WANT THIS LETTER MAILED TO YOU OR DO YOU WISH TO PICK IT UP AT THE PUBLIC SAFETY BUILDING?

MAIL: _____

PICKUP: _____

Office Use Only:

Verified by: _____

Date: _____