

## REQUEST FOR "GOOD CITIZEN" LETTER

The Hanover Police Department often receives requests from current or former residents for the Records Division to perform a background check. If we have had no contact with the requesting individual we issue a letter of good conduct, otherwise known as a Good Citizen's Letter.

To request a letter please provide the following information:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

Please allow **7 – 10 days** for the Records Division to complete the process.

There is **NO CHARGE** for this service.

Mail to:

Hanover Police Department  
Records Division  
46 Lyme Road  
Hanover, NH 03755

For questions contact Sheryl Tallman at (603) 640-3331 or [sheryl.tallman@hanovernh.org](mailto:sheryl.tallman@hanovernh.org)