

**NEVADA COUNTY  
SHERIFF'S OFFICE**



**SHANNAN MOON**  
SHERIFF/CORONER  
PUBLIC ADMINISTRATOR

**Record of Arrest Request**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

AKA (MAIDEN, MARRIED, ETC): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

LENGTH OF TIME IN OUR COMMUNITY: \_\_\_\_\_

REASON FOR LETTER: \_\_\_\_\_

DOES THIS NEED TO BE NOTARIZED: YES \_\_\_\_\_ NO \_\_\_\_\_

**\*Please allow up to 10 business days for the notarization process**

**A \$40.00 fee will be charged for a notarized letter (Government Code Section 8211 Notary Public Fees)**

**A \$25.00 fee will be charged for a non-notarized letter**

***This section is for Nevada County Sheriff's Office Records Staff Only:***

**Arrest Record in JMS (NCSO arrests only):**

\_\_\_\_\_ **NO arrests**      \_\_\_\_\_ **Arrest History:**

Arrest Date: \_\_\_\_\_ Booking #: \_\_\_\_\_ Charge(s): \_\_\_\_\_

Arrest Date: \_\_\_\_\_ Booking #: \_\_\_\_\_ Charge(s): \_\_\_\_\_

Arrest Date: \_\_\_\_\_ Booking #: \_\_\_\_\_ Charge(s): \_\_\_\_\_

Date: \_\_\_\_\_ Employee's Name: \_\_\_\_\_