

UNIVERSITY OF SINT EUSTATIUS  
SCHOOL OF MEDICINE



**POLICE CLEARANCE SAMPLE LETTER**

Every student must have a Police Clearance Report in order to establish temporary residence on the island of Sint Eustatius. The letter must be dated within two (2) months of arrival on Sint Eustatius and must cover the last five (5) years (note: if the student has lived in a different locale within that five-year period, then a separate police report will be required from that area) and be printed on official police department letterhead bearing an official seal. The original report must be brought by the student and submitted along with other required immigration documents to our island administration office, with a copy sent to our New York office either by mail or fax.

Below is an example of the general format the letter should follow.

**(POLICE DEPARTMENT LETTERHEAD)**

Date:

To: Chief of Immigration

Sint Eustatius, Netherlands-Antilles

Dear Immigration Officer:

A review of our records for the last five years, for the individual named below, indicates that this person has the below listed number of arrests, convictions and outstanding warrants.

*List of any previous arrests, convictions, outstanding warrants (if any)*

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Police Official

\_\_\_\_\_  
Name & Title of Authorizing Officer