Copy of Your Own Oregon Record

To obtain a copy of your own Oregon criminal history report or a clearance letter indicating that you have no Oregon criminal history, you will need to complete the following steps:

1. Obtain properly rolled set of your fingerprints using the blue applicant fingerprint card (FD258). An example of this fingerprint card can be seen at:

http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/standard-fingerprint-form-fd-258

Please contact local police agency or fingerprinting service for information. Fingerprints may also be obtained at our office during these designated days/times:

CJIS Division Oregon State Police 3772 Portland Rd NE, Bldg C Salem, OR 97301

Monday-Friday from 8:00 a.m. to 4:30 p.m. (The cost for this service is \$20.00.)

- 2. Submit a \$33.00 check or money order payable to Oregon State Police, along with the completed "Copy of Own Record Request Form." For notarized requests, add an additional \$5.
- 3. Mail the above documents to the following address:

CJIS Division Oregon State Police Unit 11 P.O. Box 4395 Portland, OR 97208-4395

The results and the fingerprint card submitted will be returned to you. Please allow 7-10 business days for us to process your request and send the results out for delivery.

Due to the confidentiality of criminal history record information, results will be mailed \underline{only} to the requestor.

If you have questions or need further information, please contact us at (503) 378-3070.

COPY OF OWN RECORD REQUEST

This form is to be used ONLY when requesting a copy of <u>your own</u> Oregon Criminal History information or clearance letter. This form may be copied.

Due to the confidentiality of criminal history record information, results will be mailed \underline{ONLY} to the requestor.

NAME:		
Last	First	Middle
OTHER NAMES USED:		
DATE OF BIRTH:/month	/day year	
SOCIAL SECURITY NUMBER:		
REQUESTOR'S MAILING ADDRESS:		
	Street or P.O. Box	
City	State	Zip Code
Country		
TELEPHONE ()		
MY CHECK OR MONEY ORDER THIS SERVICE AS FOLLOWS:	, PAYABLE TO OREGON STATE F	OLICE, IS INCLUDED FOR
COPY OF OWN RECORD PLEASE NOTARIZE RESPONSE		

**Your fingerprint card will be returned with your response.