

## **Copy of Your Own Oregon Record** (revised 11/09/10)

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/background-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:

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

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

Oregon State Police  
Identification Services Section  
Unit 11  
P.O. Box 4395  
Portland, OR 97208-4395

The results, along with the fingerprint cards submitted will be returned to you. Please allow 7-10 business days to receive your response. **Due to the confidentiality of criminal history record information, results will be mailed only to the requestor.**

For questions or further information, please contact us at (503) 378-3070.

[Click here for Copy of Own Record Request Form](#)