

COPY OF OWN RECORD / CLEARANCE LETTER REQUEST

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 a set of your properly rolled 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-fingerprintform-fd-258>

Please contact your local Police agency or fingerprinting services for information. Fingerprints may also be obtained at our office during these designated days/time:

CJIS DIVISION
OREGON STATE POLICE
3565 TRELSTAD AVE SE
SALEM, OR 97317

Monday – Friday from 8:00AM to 4:30PM (The cost for fingerprinting services is \$20.00).

2. Submit a \$33.00 check or money order payable to Oregon State Police, along with a completed Copy of Own Record/Clearance letter request form. For notarized request total will be \$38.00. ***Notary definition***
3. Mail the above documents to the following address:

CJIS DIVISION, UNIT 11
OREGON STATE POLICE
PO BOX 4395
PORTLAND, OR 97208-4395

The results and the fingerprint card submitted will be return to you. Please allow 7 – 10 business days to process your request once received. (7 to 10 business days does NOT included mailing time)

Due to the confidentiality of criminal history record information, results will **ONLY** be mailed to the **SUBJECT OF INQUIRY**.

If you have questions or need further information, please contact us at 503.378.3070.

*** Notary: Someone legally empowered to witness signatures and certify a document's validity.***

