REQUEST FOR OREGON CRIMINAL HISTORY INFORMATION ON ANOTHER INDIVIDUAL
(OPEN RECORD) ORS 181A.230 AND ORS 181A.245

INSTRUCTIONS: Please complete this form (or substantial copy) when requesting criminal history information on another person. Mail request with $10.00 check or money order payable to the:

**OREGON STATE POLICE**

BILLING CUSTOMERS
Criminal Justice Information Services Division
Attn: Open Records
3565 Trelstad Ave. SE
Salem, Oregon 97317

DIRECT PAYMENT CUSTOMERS
Oregon State Police
Unit 11
P.O. Box 4395
Portland, Oregon 97208-4395

**NOTE:** The requested record information is furnished solely on the basis of name and/or description similarity with the subject of your inquiry. In the event a reportable record is found, subject will be advised of inquiry.

**SUBJECT INFORMATION:** All information is **REQUIRED**. Failure to supply complete information may affect results of inquiry.

Please **TYPE** or **PRINT CLEARLY**

(FOR OSP USE ONLY)

Name: _____
Last First Middle Name

Alias/Maiden: _____

Date of Birth: _____-_____-_____ Soc. Sec #: _____-_____-_____
If unknown, approx. age_____ (if known)

Current or Last Known Address: _____
Street or PO Box

_____
City State Zip

**REQUESTOR INFORMATION:**

**If information is sought for employment purposes, please check one:*
Applicant has been advised of this request: **In Person** ☐ **By Phone or Letter** ☐

☐ Check or money order enclosed **($10 per request**, *please submit one check for multiple requests*)
☐ Please bill my account

**REQUESTOR'S NAME & RETURN ADDRESS**
**(please PRINT or TYPE)**

_____
_____
_____

Phone # ( )_____
Email: _____

Note: Established billing account customers may FAX their requests to (503) 378-2121

**NOT FOR USE TO REQUEST COPY OF YOUR OWN RECORD**

OREGON STATE POLICE
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
REQUEST FOR CRIMINAL OFFENDER INFORMATION ON
ANOTHER INDIVIDUAL (OPEN RECORD)

Under provisions of Oregon Revised Statute, Chapter 181A, a person or agency, other than a Criminal Justice Agency or a Law Enforcement Agency, may obtain Oregon Criminal Offender Information. Complete and unedited Oregon Criminal Offender Information is restricted to Criminal Justice Agencies.

**Criminal Record Response**

The CJIS Division will report any record of a conviction and any record of an arrest less than one year old in which there has been no acquittal or dismissal. This Division must notify the individual subject of the request, who the person or agency is making the request. The subject individual of the request has the opportunity to challenge the accuracy of the criminal offender information that will be provided. If no challenge is received by 14 days after sending notice to the individual, the Division will send to the person or agency making the request the following information.

(1) Date of arrest
(2) Offense for which arrest was made
(3) Arresting agency
(4) Court of origin
(5) Disposition, including sentence imposed, date of parole if any and parole revocations if any

If this information is sought by an employer for employment purposes, Oregon law requires the employer to advise the employee or prospective employee prior to making a request that such information might be sought and shall state upon making the request that the individual has been so advised and the manner in which the individual was so advised.

**No Criminal Record Response**

If there is no criminal offender information or the individual's criminal record consists only of non-conviction data, this Section will respond that the individual has no criminal record and will not release any further information.

Response time to inquiries will vary depending upon the total number of requests we must process at this Section.

To obtain criminal offender information concerning another individual, submit a written request to include the following:

(a) Name and address of person or agency making request.
(b) Full name, date of birth, social security number and current address of individual subject of request.
(c) $10.00 fee in check or money order form made payable to Oregon State Police for each individual checked.

Mail to:
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Unit 11
PO Box 4395
Portland, Oregon 97208-4395

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