

Copy of Own Oregon Record/Clearance Letter Request Instructions

(revised 03/14/19)

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:
<https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>

Please contact your local police agency or public fingerprinting facility for services. 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 (we cannot accept \$50 or \$100 bills). The address is:

Oregon State Police
3565 Trelstad Ave SE Bldg 1
Salem OR 97317

Please note there are 6 minimum required fields on the fingerprint card that must be filled out in order to avoid rejection of your request. They are your printed name, signature, date of birth, place of birth, gender and race.** FINGERPRINTS ARE REQUIRED FOR THIS REQUEST.

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 \$5.00.
3. Mail the above documents to the following address:

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

If you are coming to our location for the fingerprinting, you can also submit the request form, as well as pay for the request, while here. We accept cash (we cannot accept \$50 or \$100 bills), personal check, credit or debit (we do not accept American Express or Discover), and you can leave your request with us (no need to mail to Portland). If submitting through the mail, then a check or money order is the only acceptable form of payment. We do have request forms on site for your convenience. This can **ONLY be done at our HQ location, not at our satellite OSP offices.**

Please allow 7-10 business days from the receipt date to process your response. This does **not** include mailing time. **Due to the confidentiality of criminal history record information, results will be mailed only to the subject of the Copy of Own Record request (not attorneys, employers, schools, etc.).**

Please see our FAQs section for important details. If you have questions or need further information, please contact the Copy of Own Record Unit at (503) 934-2307.

