

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:

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

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
3565 Trelstad Avenue SE, Bldg 1
Salem, OR 97317

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 only to the requestor.

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

