

## Copy of Own Oregon Record/Clearance Letter Request Instructions

(Revised 07/2021)

### **\*\*\*IN PERSON SERVICES ARE CURRENTLY UNAVAILABLE \*\*\***

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.edo.cjis.gov/artifacts/standard-fingerprint-form-fd-258-1.pdf>

~~Please contact your local police agency or public fingerprint facility for services. Fingerprints may also be obtained at our office Monday to Friday between 8:00am and 4:30pm. The cost for this service is \$20.00. We are unable to accept \$50.00 or \$100.00 dollar bills. \* In person services are currently unavailable.~~

Oregon State Police - COR  
3566 Trelstad Avenue SE, Building 1  
Salem, Or 97317

**Please note there are 6 minimum required fields on the fingerprint card that must be complete in order to avoid rejection of your request. Your Printed Name, your Signature, Date of Birth, Place of Birth, Gender and Race and the Fingerprint Agencies signature are required fields. \*\*FINGERPRINTS ARE REQUIRED FOR THIS REQUEST\*\***

2. Submit a check or money order for \$33.00, payable to Oregon State Police. If you would like your request notarized, add \$5.00, for a total of \$38.00.
3. Complete the attached *"Copy of Own Record Request"* form, in its entirety.
4. Mail the completed *"Copy of Own Record"* form, appropriate Fee's and a completed Fingerprint Card to:

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

~~If you are coming to our location for fingerprinting, you can submit the request form and pay for the fees then. We accept cash, personal check, cashier's check, money order, credit or debit cards. We are unable to accept \$50.00 or \$100.00 dollar bills, American Express or Discover cards. If mailing, payment must be by check or money order. The in person transaction can ONLY be done at our Headquarters location, not at our satellite Oregon State Police offices.~~

\*In person services are currently unavailable.

We have updated our system which has inadvertently caused processing delays. We apologize for any inconvenience this may cause. Due to the confidentiality of criminal history record information, results will ONLY be mailed to the subject of the *"Copy of Own Record"* request. Please see our FAQ's section for important details. If you need further information, please contact the *"Copy of Own Record Request"* Unit at 503.934.2307

**Copy of Own Record Request / Clearance Letter Request Form**

(Revised 07/2021)

This form is to be used ONLY when requesting a copy of YOUR OWN Oregon Criminal History information or clearance letter. This record will provide OREGON information ONLY. Due to the confidentiality of criminal history record information, results will be mailed ONLY to the subject of the "Copy of Own Record" request. This form may be copied.

SUBJECT:

LAST NAME

FIRST NAME

MIDDLE NAME

OTHER NAMES USED:

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:

MAILING ADDRESS:

CITY

STATE

ZIP CODE

COUNTRY

CALL FOR PICK UP  \*Currently Unavailable

TELEPHONE

EMAIL ADDRESS:

Email is required for OUT OF COUNTRY requests as we do not make calls outside the United States.

Check or Money order included, made PAYABLE to Oregon State Police for the following services.

FINGERPRINTS (completed by our office) (\$20.00)	Unavailable	<input type="text"/>
Copy of Own Record (\$33.00)		<input type="text"/>
Notarize Response (\$5.00)		<input type="text"/>
Total Included		<input type="text"/>

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