



Copy of Own Record / Clearance Letter Request

This form is to be used to request a copy of your own Oregon Criminal History or Clearance Letter information. This is an Oregon only request and the results will only include information for Oregon. This record is based on your fingerprints provided. The results will only be mailed to the subject of the "Copy of Own Record" request. This form may be copied.

Last Name

First Name

Middle Name

Other Names Used (Maiden name, suffix (if applicable), etc.)

Mailing Address

Date of Birth

Social Security Number

Email Address (email is required if mailing outside the United States; OSP does not make calls outside the U.S.)

Phone Number

I would like to pick up my results at OSP General Headquarters (ID required):

Yes No

Payment Information

- \$33.00 check or money order included (payable to Oregon State Police)
- \$5.00 notarized response requested (optional)

Total Amount Included (\$)

Date

Signature

Submission Instructions

The Oregon Copy of Own Record/Clearance Letter is the result of a fingerprint-based background check. Complete the following steps to obtain a copy of your own Oregon Criminal History report or Clearance Letter indicating that you have no Oregon Criminal History:

1. Obtain properly rolled set of fingerprints using the blue applicant fingerprint card (FD258). Review an example of this fingerprint card. To help avoid rejection of delays, please ensure the six required fields on the fingerprint card are complete. Your printed name, your signature, date of birth, gender, race, and the fingerprint agency's signature are required fields. Your fingerprint card will be returned with your response.
2. Submit your completed request form along with your fingerprint card and payment to OSP. If submitting by mail, send your completed form, fingerprint card, and check or money order to:

Oregon State Police - CJIS Division - Unit 11
PO Box 4395
Portland, OR 97208-4395

Due to confidentiality of criminal history information, results will only be mailed to the subject of the Copy of Own Record request. OSP will not send results to attorneys, employers, schools, etc.

Fingerprinting Services

The Oregon State Police offers public fingerprinting services at our Salem General Headquarters. This is a walk-in only service available Monday through Friday 8 a.m. to 4:30 p.m., excluding holidays. Valid government issued photo identification is required. We accept checks, money orders, cash, and all major credit cards except American Express. Checks and money orders must be made payable to Oregon State Police. OSP General Headquarters is located at: 3565 Trelstad Ave. SE, Salem, OR 97307

Fees

Service Type	Fee
Copy of Own Record/Clearance Letter	\$33
Public Fingerprinting	\$30
Notary Service for Copy of Own Record	\$5 per copy

For more information or questions, please contact the COR/Open Records Unit at (503) 934-2307 or by email at open.records@osp.oregon.gov.