



**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 \$33.00 check or money order payable to the: OREGON STATE POLICE

**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, the subject will be advised of the inquiry.

**SUBJECT INFORMATION**

All information is REQUIRED. Failure to supply complete information may affect the results of the inquiry. Please TYPE or PRINT CLEARLY.

Name (Last, First, Middle):

Alias/Maiden Name:

Date of Birth (MM-DD-YYYY):

Approx. Age (if DOB unknown):

Soc. Sec. #:

Current or Last Known Address (Street or PO Box):

City:

State:

Zip Code:

**REQUESTOR INFORMATION**

If information is sought for employment purposes, please check one:

Applicant has been advised of this request in person

Applicant has been advised of this request by phone or letter

Requestor's Name & Return Address:

Payment Method:

Check or money order enclosed (\$33.00)

Please bill my account (Note: Established billing account customers may fax their requests to (503) 378-2121)

Phone #:

Email:

## Criminal Record Response

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.

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. \$33.00 fee in check or money order form made payable to Oregon State Police for each individual checked.

### Mail to:

#### 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  
PO Box 4395  
Portland, Oregon 97208-4395

(FOR OSP USE ONLY)

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