



Oregon State Police

Criminal Justice Information Services Division
3565 Trelstad Avenue SE
Salem, OR 97317
(503) 378-3720

Request for Set Aside Criminal Record Check

The following information is required to ensure timely completion of your criminal record check request for set aside purposes. Please ensure all information is accurate and the \$33.00 fee is included to avoid delays in processing.

Name (First, Middle, Last)

Mailing Address

Phone Number

Date of Birth

List any other names you are known by (Ex: Maiden name, name used at time of arrest)

List the Circuit or Municipal court(s) from which you are seeking a set aside (Ex: Circuit Court for Wasco County, Municipal Court for City of Springfield)

Court 1

Court 2

Court 3

Court 4

Court 5

Court 6

Does the motion to set aside include a conviction?

Yes No

The following must be included with this form and mailed to Oregon State Police

- Fingerprint Card Form
- Fee for set aside of conviction. Include check or money order in the amount of \$33.00, payable to Oregon State Police

Submission Instructions

Set Aside Criminal Record Check Submissions To OSP Under ORS 137.225/ORS137.223 Effective January 1, 2022 (SB397)

The process to apply for the set aside of a criminal arrest or conviction by a court will change effective January 1, 2022, as a result of Senate Bill 397. The following outlines the steps necessary for submission of fingerprints to Oregon State Police under ORS 137.225 (2)(c) and ORS 137.223(3)(c) as amended by the Oregon Legislature.

Fingerprints

Obtain a properly rolled, complete set of your fingerprints using the FBI standard blue applicant fingerprint card (FD-258). Please contact a local criminal justice agency or public fingerprinting service for information regarding availability and any fee that may apply for these services.

The following are required fields and must be completed on the fingerprint card form in order to avoid rejection of your request:

- Printed name and date of birth of the person filing a motion
- Signature (manual fingerprinting only) of person filing a motion
- Fingerprinting Official signature and date
- Reason Fingerprinted: (must include one of these applicable references)

- APPLICATION FOR SET ASIDE ORS 137.225

- APPLICATION FOR SET ASIDE ORS 137.223

Set Aside Form/Fee

Complete the OSP Request for Set Aside Form.

The fee for an Oregon fingerprint-based Criminal record check for motions to set aside convictions is \$33.00.

Requests must include a completed fingerprint card as noted above, a completed OSP Set Aside Request form, and a check or money order for \$33.00 made payable to Oregon State Police.

Mail the Completed Packet to OSP

Oregon State Police, CJIS - Unit 11

ATTN: SET ASIDE

P.O. Box 4395

Portland, OR 97208-4395

Please note that Oregon law requires the results of the background check be returned to the prosecuting attorney(s) for each county or municipality included within the set aside motion application. This form and the fingerprint card will not be returned to you. OSP will not be contacting you upon completion of the criminal record check.