

## 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:

<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/standard-fingerprint-form-fd-258>

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  
3772 Portland Rd NE, Bldg C  
Salem, OR 97301

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.

