

Starting Over Strong

Students empowering people to advocate, access, and achieve social and economic justice.

Getting a Copy of Your Criminal Record (Rap Sheet)

BY MAIL:

1. Attain two copies of form ORI: CA0349435. This form reads “Request for Live Scan Service” on top. You can access this form at: http://ag.ca.gov/fingerprints/forms/bcii_rr_8016.pdf
2. Under Type of Application, check off “Record Review” and fill out the rest of the form.
3. Take the two copies and call ahead to make an appointment (if necessary) to your local police station or sheriff’s department for a “livescan” (an electronic method of taking your fingerprints). There will be a fee for this service and it varies from department to department.
4. Return the completed form to the Department of Justice with a copy of your livescan and with a certified check, personal check, or money order in the amount of \$25 payable to “The Department of Justice.”

California Department of Justice
Attn: Record Review Unit
P.O. Box 903417
Sacramento, CA 94203-4170

You should receive a copy of your criminal record within 6-12 weeks.

BY PHONE:

Call (916) 227-3849 and follow the prompts (Spanish also available).

If you have any questions, please e-mail us.

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