Copy of Your Own Oregon Record
(Revised 2/11/2015)

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:


   Please contact local police agency or fingerprinting service for information. Fingerprint 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 to receive your response.

**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.
COPY OF OWN RECORD REQUEST  
(Revised 2/11/2015)

This form is to be used ONLY when requesting a copy of your own Oregon Criminal History information or clearance letter. This form may be copied.

Due to the confidentiality of criminal history record information, results will be mailed ONLY to the requestor.

NAME: ____________________________________________

Last               First               Middle

OTHER NAMES USED: _________________________________________________________

DATE OF BIRTH: ________/_______/_______

month    day    year

SOCIAL SECURITY NUMBER: _________ - _________ - _________

REQUESTOR’S MAILING ADDRESS: ____________________________________________

Street or P.O. Box

City               State               Zip Code

____________________________  __________________

Country

TELEPHONE   (_____) __________________________

MY CHECK OR MONEY ORDER, PAYABLE TO OREGON STATE POLICE, IS INCLUDED FOR THIS SERVICE AS FOLLOWS:

COPY OF OWN RECORD   ($33.00)   $___________

PLEASE NOTARIZE RESPONSE ($ 5.00)   $___________

TOTAL INCLUDED $___________

**Your fingerprint card will be returned with your response.