Guide to Obtaining Your Criminal Record

Updated 4/10/15

In partnership with the LA Regional Reentry Partnership (LARRP), this guide is being shared with other community organizations, partners, and individuals. It will be available for download on the LARRP website – www.lareentry.org. Please check there for future updated versions of this guide.
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DISCLAIMER:
This Guide is not designed to provide specific legal advice regarding your particular situation. Rather the
Guide provides general information on the legal procedures and resources to use in CA, especially LA
County, to address the most common problems you may encounter in getting your record. Legal
procedures and resources change frequently. For specific legal advice on your particular problem,
consult an attorney.
Acknowledgements

Alana Riemermann was the principal author of this guide. She created it as a Client Services Intern at Chrysalis in the summer between her two years of the Masters of Social Welfare program at UCLA.

Alana worked closely with Michael Graff-Weisner, VP of Programs & Government Relations at Chrysalis, in creating this document.

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- Jodi Galvin
- Anne Hudson-Price
- Ben Polk

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Questions about the guide, including edits and corrections, should be directed to Michael Graff-Weisner at Chrysalis – michaelgw@changelives.org.

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CHAPTER ONE: INTRODUCTION

How to Use this Guide

The Criminal Record Guide is meant to help the Employment Specialist navigate through the various types of criminal records that a client may need access to. This guide contains information that can assist the Employment Specialist in guiding their clients through the complex and confusing process of getting a copy of their criminal record. Feel free to distribute any materials that you believe would be useful for your clients.

There are different types of criminal records that a client may need, and a different process for obtaining each type of record, depending on the client’s unique criminal background. The following comprises the three main categories that a client may fall into:

1) Clients with a criminal background only within Los Angeles County (Chapter Two)
2) Clients with a criminal background in a different California county, or multiple California counties (Chapter Three)
3) Clients with a criminal background from another state, multiple states, or a federal criminal background (Chapter Four)

These above categories provide the basic structure of the guide. If you know what situation your client is in, you can refer specifically to that chapter.

There are also additional resources on expungement, correcting errors and restitution that can be found in Chapter Five. However, these sections do not go into detail, and most clients will need to be referred to a community partner for more serious work on these issues.

The Appendices section of this guide contains information indirectly connected to the process of obtaining your criminal record (i.e. any documents/forms which could not easily be contained within the text of the guide, and other helpful resources). All appendices are also stored in their individual versions in the drives if you should want to print out a document individually.

Look for this star icon notification when there is a related document in the Appendices.

Appendix G also provides Employment Specialists a way to document progress that a client has made towards getting their criminal record. You can keep track of the steps that a client has completed so far, what the next steps are, and how they can put aside any funds that may be needed throughout the process.

DISCLAIMER:

This Guide is not designed to provide specific legal advice regarding your particular situation. Rather the Guide provides general information on the legal procedures and resources to use in California, especially Los Angeles County, to address the most common problems you may encounter in getting your criminal record. Legal procedures and resources change frequently. For specific legal advice on your particular problem, consult an attorney.
Benefits of Having your Criminal Record

There are many practical benefits of having a copy of your criminal record—especially when looking for employment. Here are just a few benefits that have been identified by Chrysalis clients, Employment Specialists and other staff members:

1. **ACCURACY:** You can report accurately on your employment applications and during the interview. This will eliminate the guessing game and the possibility of not being hired simply because you misreported information about past convictions.

2. **EMPLOYMENT APPLICATIONS:** You know exactly what information you do/do not have to provide on your employment applications and during the interview phase. For example, applications will often ask for conviction information within a specific time frame only (e.g. 5 years, 7 years, 10 years) and you will know exactly which convictions fall into each time frame. This reduces the chance that you are providing more information than you actually have to.

3. **EMPLOYER PERSPECTIVE:** You might be able to see what the employer sees. This gives you a chance to think like an employer and imagine what they think when they see your criminal record. This also gives you the opportunity to address any concerns that the employer may have based on what is in your criminal record. However, note that there are different versions of your “background” and you cannot assume what you are looking at will match what they are looking at. For example, private background check company reports may not be as thorough, or accurate, as a California DOJ report.

4. **EMPLOYMENT WHILE INCARCERATED:** If you worked while in the criminal justice system, you can figure out which years you were employed while incarcerated.

5. **PENAL CODES:** You will know exactly what penal code you were convicted of. Once you know the exact penal codes, you can list these on your job applications, rather than actually naming the crime.

6. **PAROLE/PAROBATION:** You can keep track of the terms of your parole/probation. When you know what date probation/parole went into effect, you can also ensure that they are not in effect longer than ordered.

7. **SELF-AWARENESS:** Sometimes people have many convictions, they were a long time ago, they were drug-involved, or they have simply been forgotten. It is empowering to know exactly what is on your criminal background.

8. **CORRECTING ERRORS:** You can review your record for any potential errors. There is a process for removing errors, but it is lengthy and complex.

9. **EXPUNGEMENT:** Depending on your own criminal background, you may be able to get certain convictions expunged. Again, there is a process for expungement, but it is lengthy and complex.
Glossary of Relevant Terms

There are many terms used to describe the process of obtaining, using, understanding, and handling a criminal background. The following provides a brief description and disambiguation of the terms most commonly used:

- **Abstract of Judgment**: this term may be used in a generic sense to describe a condensed summary of a court case, but it is primarily used in a technical sense to describe a document produced by a court which describes the judgment rendered in a case (i.e. monies owed from one party to the other).

- **California Department of Justice (DOJ)**: this agency provides Live Scan derived background checks that may be required as a condition of employment, licensing, certification, foreign adoptions or VISA/Immigration clearances. Typically, one sees the term “DOJ Live Scan” or “DOJ background check” which actually refers to the same thing.

- **Conviction**: this is a guilty plea or a court’s finding of guilt for a crime/offense (beyond simply being arrested—which does not imply guilt yet).

- **Court Docket or “Docket”**: Dockets can refer to two things – 1) the record of all the proceedings of an individual case, or 2) the schedule of all the cases that a court will hear on a particular day. With the first definition, it can be helpful to have a record of all the proceedings in an individual case. With the second use of the term, if you are to report to court on a particular day – you should ask to see the docket as it will also reflect your case number and the order in which your matter will likely be heard.

- **Disposition**: you may see this language on the criminal record itself. It refers to the court’s final determination of a lawsuit or criminal charge.

- **Docket Number**: this a reference consisting of both numbers and letters in order to identify specific cases in a court of law. Due to the overwhelming amount of cases filed each day, the docket system is necessary in order to keep track of individual case files. Often, this is the reference court staff will use to find court documents requested by a consumer.

- **“Face Sheet”**: typically this is the first page of a Criminal or Civil Complaint filed in court.

- **FBI Record**: this is technically called an “Identity History Summary” but is often referred to as a criminal history record or a “RAP sheet”, or a “Federal DOJ criminal record”. An FBI criminal record is a listing of information taken from fingerprint submissions that deal with federal issues that transcend state jurisdiction (immigration, terrorism, military etc.) and crimes pursuant to state laws (when marked by the “Interstate Identification Index”). The records retained by the FBI are done in connection with arrests and, in some instances, federal employment, naturalization, or military service. FBI background checks can be done, and often are done in conjunction with state background checks.
• “Index Of Defendants in Criminal Cases:” Available directly from the LA County Superior Court website, this tool provides an index of defendants in criminal cases in the LA Superior Court. It includes a list of case numbers and filing dates related to the name submitted. If available, counts, current charges, disposition and disposition dates will be included. The online Index contains felony cases records from 1980 to the present and misdemeanor case records from 1988 to present. There is a fee of $4.75. Note that it is not as extensive as the Docket you would receive at the courthouse. For example, it would not provide the details of the proceedings like whether an individual violated probation, how much money is owed in fees and fines, who the prosecuting agency is, etc. Also, please note to always check reports for accuracy and compare to more detailed versions of your record to catch errors.
  ➢ https://www.lacourt.org/paonlineservices/criminalindex/publicmain.aspx

• Live Scan: (or “Live scan fingerprinting”) refers to both the technique/technology used by law enforcement agencies and private facilities to capture fingerprints electronically when someone is booked with a crime. This is not a report in itself, but helps produce information in regards to past convictions/arrests/etc. that were captured via fingerprints. A report derived from Live Scan information is commonly used for criminal booking, sexual offender registration, and background checks.

• Minute Order: this refers to the courtroom clerk's written minutes of court proceedings. Copies of the minute orders are usually kept in the case files and the court clerk's office.

• Penal Code (PC): also known as the criminal code, is the section of a state’s statutes (laws drawn up and published by legislators) which lists a particular jurisdiction’s criminal laws. You may be charged with a crime set forth in a State’s Penal or Criminal Codes, a City’s “Municipal Codes” – or Federal Penal Codes. If you are arrested, you should look up the code pursuant to which you are being charged – or ask for a public interest attorney’s assistance in doing so.
  ➢ The Penal Code can be found at most public or law libraries.

• RAP Sheet: this stands for “Record of Arrests and Prosecutions”. This is a more comprehensive report than the criminal record report you will receive out of a county courthouse. A RAP Sheet is a reported history of arrests and convictions attributed to a person that is also recorded in conjunction with one’s fingerprints. Specifically, your RAP Sheet will provide important information such as arrest dates, the arresting agency, arrest charges, court docket or indictment numbers, and most importantly, the disposition or outcome of each of the listed cases. Some State RAP sheets may indicate out-of-state information when marked with an “Interstate Identification Index” (the repository maintained by the FBI). A RAP Sheet will also reflect if your case was expunged (however if your juvenile adjudication was sealed, there should be NO record available to the public).

• United States Department of Justice: this agency does not provide criminal background reports, but track other crime-related information and develops helpful resources and tools. However, the FBI is one of the agencies contained within the U.S. DOJ, so FBI reporting is done in conjunction with the U.S. DOJ.

• “Your Record”: this refers to any type of contact you have had with law enforcement; including arrests, convictions, and juvenile adjudications. Even if these incidents are expunged or sealed, they will remain part of your record and will also limit access to your record.
What Are My Rights?

The laws around criminal records are complex and confusing. This section provides a general understanding of the state of these laws. **However, it is important to stress to clients that Chrysalis is not a law firm and therefore cannot provide legal advice.** Here are some basic rights it is important to understand when you decide you want a copy of your criminal record:

- Everyone is given the right to access their own criminal background report.\[vi\]
- Everyone has the right to dispute incorrect information on their criminal background report. \[iii\]
- For most misdemeanors and felonies, convictions more than 10 years old cannot be reported. However, there is no time limit for certain sexual offenses and for registered sex offenders\[iv\]
- Most felony and misdemeanor convictions older than 7 years cannot be reported by consumer reporting agencies under the California Investigative and Consumer Reporting Agencies Act\[v\]

**Legal issues in the employment search:**

- It’s not illegal to ask you questions about your criminal background, or to require a background check. However, when an employer asks about your background, it must treat you the same as anyone else, regardless of your race, national origin, color, sex, religion, disability, genetic information or older age\[vi\].
- The employer must ask you permission before getting the criminal background report\[vii\].
- There are three factors that are relevant to assessing whether a certain background is related to the job and the business\[viii\]:
  1) The nature and gravity of the offense
  2) The time that has passed since the offense and/or completion of the sentence
  3) The type of job
- An employer policy that excludes everyone with a criminal record from employment is not related to the job or business and therefore is illegal (i.e. blanket statements like: “we do not accept applications from those with criminal backgrounds”)\[ix\]
- If there is something negative in your background, be prepared to explain it and why it shouldn’t affect your ability to do the job.
- If asked about your criminal record, only disclose the information requested.
- If you are denied a job because of the information on your background, you can have the legal right to get a copy of your record and know the reasons why you were denied the job\[x\]

**Employers are not supposed to ask applicants about**\[xi\]:

- Arrests that did not lead to convictions
- Convictions that have been expunged
- Juvenile arrests and petitions that had been sealed
- Juvenile delinquent and youthful offender adjudications
- Arrests for which you have completed drug diversion
- Dismissed cases that were terminated in your favor including acquittals, declines to prosecute, and voided arrests

Each case resulting in a conviction should be treated individually, using only the following information\[xii\]:

- Facts and circumstances surrounding the offense
- Number of offenses for which an individual has been convicted
- Older age at the time of conviction
- History of performing similar work since the conviction with no incidents of criminal conduct
- Length and consistency of work history before and after conviction
- Rehabilitation efforts, including education and training
- Employment and/or character references
Types of Criminal Records

There are three main types of criminal backgrounds one can have; each type corresponds to a different type of criminal record and a different process for obtaining that record:

1) A criminal background only within Los Angeles County
2) A criminal background in a different California county, or multiple California counties
3) A criminal background from another state, multiple states, or a federal criminal background

Below is the basic process for obtaining a criminal record, for each type of criminal background:

1) **Criminal records from within Los Angeles County:**
   - See Chapter Two for more details.
   - Client can go to any courthouse that handles criminal cases within Los Angeles County to get a printout of criminal record. Visit [http://www.lacourt.org/courthouse](http://www.lacourt.org/courthouse) for an up-to-date list of court locations.
   - If client does not feel comfortable going to the courthouse to get their criminal record, they can request this information online through private websites (e.g. peoplefinders.com) but there will be a fee associated with each type of record. Also note that private background websites such as these may not be as thorough or accurate as official court records.

2) **Criminal records from other California counties or California-Wide:**
   - See Chapter Three for more details
   - Client needs to go to any courthouse in the county where they were convicted if they want the free printout of their record. Here are lists of courthouse locations in some of the common counties where Chrysalis clients have been convicted:
     - Orange County: [http://www.occourts.org/locations/](http://www.occourts.org/locations/)
     - Riverside County: [http://www.riverside.courts.ca.gov/address.shtml](http://www.riverside.courts.ca.gov/address.shtml)
     - San Bernardino County: [http://www.sb-court.org/locations.aspx](http://www.sb-court.org/locations.aspx)
     - Ventura County: [http://www.ventura.courts.ca.gov/locations.html](http://www.ventura.courts.ca.gov/locations.html)
     - Kern County: [http://www.kern.courts.ca.gov](http://www.kern.courts.ca.gov)
   - If the client is not able to transport themselves to one of the courthouses in-person, they can request their record from the California Department of Justice (CA DOJ) which is a California-wide record (contains information on all CA counties). There are several ways to retrieve this:
     - Request a Live Scan via storefront operators.
     - Request a Live Scan through private websites (e.g. peoplefinders.com). There are various fees associated with each type of record.
     - Because there are fees associated with the DOJ report, there are also some ways to get the fees reduced.

3) **Reports from Outside of California or National Reports:**
   - See Chapter Four for more details.
   - This is a more complex process because the protocol and laws vary state by state.
   - Clients can also use a private website to request background information for different states (e.g. peoplefinders.com). There are various fees associated with each type of record.
   - The national FBI Identity History Summary will include information regarded as important by the federal government as well as information reported by the states.
CHAPTER TWO: CRIMINAL RECORD WITHIN LOS ANGELES COUNTY

Step-by-Step: Getting your Los Angeles Criminal Record

Basic Steps for Obtaining Los Angeles Criminal Record:
1. Go to any Los Angeles County courthouse clerk’s office
2. Submit “Record Request Form”

Detailed Process of Requesting LA County Criminal Record:
1. COURTHOUSE CLERK’S OFFICE:
   Go to the Clerk’s Office in any LA Superior Court that handles criminal cases. See all LA Superior Court locations in the next section or visit http://www.lacourt.org/courthouse. There will be a metal detector that you need to pass through to get into the court building.
   - The closest Court to Chrysalis Downtown is:
     Clara Shortridge Foltz Criminal Justice Center
     210 West Temple Street
     Los Angeles, CA 90012
   - The closest Court to Chrysalis Santa Monica is:
     Santa Monica Courthouse
     1725 Main Street
     Santa Monica, CA 90401
   - The closest Court to Chrysalis Pacoima is:
     San Fernando Courthouse
     900 Third Street
     San Fernando, CA 91340

2. RECORDS REQUEST FORM:
   Fill out “Records Request” form. Select “Conviction Docs” choice on form to obtain your criminal record information. This report will provide information about all your convictions within Los Angeles County only (since 1978) - this is essentially the information about any time you have been in court in LA County. This does NOT include arrest information or court docket information (all the information from a specific court case). Criminal records will be provided on the same day. If records are more than 25 pages, there will be a waiting period.
   - See Appendix A-Record Request Form (LA County)

Fees:
This report is free as long as the individual is requesting it for him/herself. If a third-party is requesting this report, there is a charge of 50c per page. (Note: Some sources have told us that not all courthouses provide the free option, and individuals requesting for him/herself may be charged 50c per page as well.) If a certification is needed for the purposes of a job/program/etc., there is a fee of $25 per case. If fees do apply, there is a fee waiver available for those on government benefits or who are considered low-income. If you do not bring proof of government benefits or of your low-income status to the court, this information will take one week to process.
   - See Appendix B-Request to Waive Court Fees form

**Note: this is a similar to the process for getting criminal records for any other county in California.
“Index of Defendants in Criminal Cases:”

Available directly from the LA County Superior Court website, the “Index Of Defendants in Criminal Cases” is another option of obtaining a version of your record from LA County. The report includes a list of case numbers and filing dates related to the name submitted. If available, counts, current charges, disposition and disposition dates will be included. The online Index contains felony cases records from 1980 to the present and misdemeanor case records from 1988 to present. There is a fee of $4.75.

Note that it is not as extensive as the Docket you would receive at the courthouse. For example, it would not provide the details of the proceedings like whether an individual violated probation, how much money is owed in fees and fines, who the prosecuting agency is, etc. Also, please note to always check reports for accuracy and compare to more detailed versions of your record to catch errors.

This option is available at: https://www.lacourt.org/paonlineservices/criminalindex/publicmain.aspx

Los Angeles Superior Court Locations (Criminal)

(To see an updated list of all courthouses, visit: http://www.lacourt.org/courthouse/mode/division/criminal)

<table>
<thead>
<tr>
<th>Airport Courthouse</th>
<th>Alhambra Courthouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>11701 S. La Cienega</td>
<td>150 West Commonwealth</td>
</tr>
<tr>
<td>Los Angeles, CA 90045</td>
<td>Alhambra, CA 91801</td>
</tr>
<tr>
<td>Bellflower Courthouse</td>
<td>Burbank Courthouse</td>
</tr>
<tr>
<td>10025 East Flower Street</td>
<td>300 East Olive</td>
</tr>
<tr>
<td>Bellflower, CA 90706</td>
<td>Burbank, CA 91502</td>
</tr>
<tr>
<td>Catalina Courthouse</td>
<td>Central Arraignment Courts</td>
</tr>
<tr>
<td>215 Summer Avenue</td>
<td>429 Bauchet St.</td>
</tr>
<tr>
<td>Avalon, CA 90704</td>
<td>Los Angeles, CA 90012</td>
</tr>
<tr>
<td>Clara Shortridge Foltz Criminal Justice Center</td>
<td>Compton Courthouse</td>
</tr>
<tr>
<td>210 West Temple Street,</td>
<td>200 West Compton Blvd.</td>
</tr>
<tr>
<td>Los Angeles, CA 90012</td>
<td>Compton, CA 90220</td>
</tr>
<tr>
<td>Downey Courthouse</td>
<td>East Los Angeles Courthouse</td>
</tr>
<tr>
<td>7500 East Imperial Highway</td>
<td>4848 E. Civic Center Way</td>
</tr>
<tr>
<td>Downey, CA 90242</td>
<td>Los Angeles, CA 90022</td>
</tr>
<tr>
<td>El Monte Courthouse</td>
<td>Glendale Courthouse</td>
</tr>
<tr>
<td>11234 East Valley Blvd.</td>
<td>600 East Broadway</td>
</tr>
<tr>
<td>El Monte, CA 91731</td>
<td>Glendale, CA 91206</td>
</tr>
<tr>
<td>Inglewood Courthouse</td>
<td>Metropolitan Courthouse</td>
</tr>
<tr>
<td>One Regent Street</td>
<td>1945 South Hill Street</td>
</tr>
<tr>
<td>Inglewood, CA 90301</td>
<td>Los Angeles, CA 90007</td>
</tr>
<tr>
<td>Michael Antonovich Antelope Valley Courthouse</td>
<td>Norwalk Courthouse</td>
</tr>
<tr>
<td>42011 4th Street West</td>
<td>12720 Norwalk Blvd.</td>
</tr>
<tr>
<td>Lancaster, CA 93534</td>
<td>Norwalk, CA 90650</td>
</tr>
<tr>
<td>Pasadena Courthouse</td>
<td>Pomona Courthouse South</td>
</tr>
<tr>
<td>300 East Walnut Ave.</td>
<td>400 Civic Center Plaza</td>
</tr>
<tr>
<td>Pasadena, CA 91101</td>
<td>Pomona, CA 91766</td>
</tr>
<tr>
<td>San Fernando Courthouse</td>
<td>Santa Clarita Courthouse</td>
</tr>
<tr>
<td>900 Third Street</td>
<td>23747 West Valencia Blvd.</td>
</tr>
<tr>
<td>San Fernando, CA 91340</td>
<td>Santa Clarita, CA 91355</td>
</tr>
<tr>
<td>Torrance Courthouse</td>
<td>Van Nuys Courthouse West</td>
</tr>
<tr>
<td>825 Maple Ave.</td>
<td>14400 Erwin Street Mall</td>
</tr>
<tr>
<td>Torrance, CA 90503</td>
<td>Van Nuys, CA 91401</td>
</tr>
<tr>
<td>West Covina Courthouse</td>
<td></td>
</tr>
<tr>
<td>1427 West Covina Parkway</td>
<td></td>
</tr>
<tr>
<td>West Covina, CA 91790</td>
<td></td>
</tr>
</tbody>
</table>
Sample - Los Angeles County Criminal Record

This sample is taken from an online service, so it will look a little different than the report you obtain from the LA courthouse. However, the information will be essentially the same.

<table>
<thead>
<tr>
<th>Time frame of search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central District</td>
</tr>
<tr>
<td>Severity of conviction: infraction, misdemeanor, felony</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The details of the conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposition: what the court officially determines on your charges</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level/location of court</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central District</td>
</tr>
</tbody>
</table>
Los Angeles Police Department Records Information

Because the criminal record provided by the Los Angeles County Superior Court does not include arrest information, clients can go through the following process to get information on their arrests in Los Angeles. Most police departments in other cities will provide a similar process. However, many clients will not need arrest information because it should not impact the job search process. The following is mostly provided for informational purposes.

How can I get a copy of my LAPD criminal record?
If you have been arrested by the LAPD, you may obtain a summary of your LAPD arrests. The summary will list the dates, charges, and dispositions (if they are on file) for LAPD arrests only. The summary will not include outside agency arrests. You may apply in person or by mail.

To apply in person, please go to the Police Administration Building, 100 West 1st Street, Room P1-137, between 8:00 a.m. and 8:00 p.m., Monday through Thursday, excluding holidays.

The charge is $68.00, payable by check, money order, or exact currency (no change is made). You may elect to pick up your arrest summary or have it mailed. Arrest summary processing time varies, as it depends on the number of requests received or how old the record is.

To request an arrest summary by mail, please provide:
1. A full set of fingerprints on a standard fingerprint card completed by a local Police or Sheriff’s agency, (or an authorized fingerprinting service in Los Angeles), containing all personal data, including mailing address and zip code.
3. A check or money order made payable to LAPD in the amount of $68.00 (do not send cash).
4. Mail to:
   Los Angeles Police Department
   ATTN: R&I Division Watch Commander
   P.O. Box 30158
   Los Angeles, CA 90030

How can I get a disposition of my arrest(s)?
If you have seen a judge after your arrest, copies of Dispositions of Arrests (the court’s decision based on arrests) can be obtained at any Los Angeles County courthouse. Please contact the Los Angeles Superior Court at 210 West Temple Street (5th Floor), Los Angeles, CA 90012.

If you only have been arrested for a misdemeanor charge of Driving Under the Influence (DUI) and want information regarding that arrest, you should visit the Traffic Court at 1945 S. Hill Street, Los Angeles, or contact their DUI Disposition Section at (213) 744-4022.

Please contact R&I Division's Watch Commander’s office at (213) 486-8310 for information about dispositions of arrests.

For More Information:
Visit http://www.lapdonline.org/inside_the_lapd/content_basic_view/9136# for more information.
CHAPTER THREE: CRIMINAL RECORD OUTSIDE OF LOS ANGELES COUNTY/CALIFORNIA WIDE

Step-By-Step for Getting Your Criminal Record from Another CA County

Client needs to go to any courthouse in the county where they were convicted if they want the printout of their record. Here are lists of courthouse locations for the surrounding counties:

- Orange County: [http://www.occourts.org/locations/](http://www.occourts.org/locations/)
- Riverside County: [http://www.riverside.courts.ca.gov/address.shtml](http://www.riverside.courts.ca.gov/address.shtml)
- San Bernardino County: [http://www.sb-court.org/Locations.aspx](http://www.sb-court.org/Locations.aspx)
- Ventura County: [http://www.ventura.courts.ca.gov/locations.html](http://www.ventura.courts.ca.gov/locations.html)
- Kern County: [http://www.kern.courts.ca.gov/home.aspx](http://www.kern.courts.ca.gov/home.aspx)

The process at any of these county-wide courthouses will be essentially the same as the process outlined for Los Angeles County at the beginning of Chapter Two. Follow the steps outlined for Los Angeles County to obtain your criminal record from any other county in California. Again, this will only contain the conviction information from that specific county. Fees, policies, and wait-times may vary by county.

If you cannot transport yourself to the courthouse in person, or if you have convictions in more than one California county, follow the directions for obtaining your CA DOJ Criminal record in the next section. The CA DOJ record contains conviction information for all counties in California.
Step-By-Step: Getting Your California DOJ Criminal Record

The California Department of Justice (DOJ) criminal record includes information about all California convictions, regardless of the county you were convicted in. To receive a copy of your own criminal record, you must pay for and submit fingerprint images, pay a $25 processing fee to the DOJ (for which you can request a fee waiver), and follow the instructions below. The DOJ criminal record is comprised of information retrieved from the Live Scan fingerprinting and information contained in the RAP sheet (Record of Arrests and Prosecutions). This is a more comprehensive report than the criminal record report you will receive out of a Los Angeles Superior court house.

Basic steps process for submitting a Live Scan request:
1) Complete Live Scan Request form
2) Complete Fee Waiver Form
3) Obtain your fingerprints

Detailed steps process for submitting a Live Scan request:

1) COMPLETE LIVE SCAN REQUEST FORM
   a. 2 COPIES: You will need two copies: one for the CA DOJ, one for the Live Scan agency.
      ÷ See Appendix C: Request for Live Scan Service Form
   b. APPLICATION INSTRUCTIONS
      • Check “Record Review” as the “Type of Application”, and enter “Record Review” on the “Reason for Application” line.
      • Fill out all your personal information.

2) RAP SHEET FEE WAIVER
   a. ELIGIBILITY: If you are enrolled in government benefits or are qualified as low-income, you can get the “RAP Sheet” fee waived, but must still pay the “Fingerprinting Fee”. In order to get this waiver, the client must request a waiver number via mail before visiting a Live Scan operator.
   b. MAIL: you can either send the Request for Live Scan Service (and the Fee Waiver Request, along with the proof of income) to:
      State of California Department of Justice
      Attn: Bureau of Criminal Identification and Information
      P.O. Box 903417
      Sacramento, CA 94203
   c. FAX: or you can fax it to Record Review Unit, California Dept. of Justice at Fax: (916) 227-1964.
      ÷ Use templates stored in Appendix E- DOJ Record Request and Fee Waiver Packet
   d. FEE WAIVER CODE:
      • It should take approximately 1-2 weeks to get the "Request for Live Scan Service" form back to you with their fee waiver code listed on it. Once you get the form back from them, you can take it in to a Live Scan location. If you do not receive the Request after 2 weeks, call the DOJ at (916) 227-3835 to make sure that your documents are being processed.
3) **FINGERPRINTING**

a. **LIVE SCAN OPERATOR:**
   - Take the completed forms to any Live Scan site for fingerprinting. Bring your "Request for Live Scan Service" form and a valid California driver license, ID or passport with you.

b. **LIST OF LIVE SCAN SITES:**
   - Fingerprinting services are available at most local police departments, sheriff's offices or any public applicant Live Scan site. To find the sites nearest to you, fees, and acceptable methods of payment, see [http://ag.ca.gov/fingerprints/publications/contact.php](http://ag.ca.gov/fingerprints/publications/contact.php)

**Fees:**

There are 2 fees associated with obtaining your CA DOJ RAP Sheet:

1) "Rap Sheet" / processing fee: **$25**
2) Live Scan "Fingerprinting Fee" varies by location: **$20** (approximately)
   - TOTAL: **$45** (approximately)

**Reminder: you can get the RAP sheet fee waived, but you still must pay the fingerprinting fee.

Optional - Adding FBI Record Review

If you want a copy of your FBI criminal record also, you can request this in conjunction with your CA DOJ record request. However, Live Scan fingerprints must be provided for both the CA DOJ record and the FBI Identity History Summary record request individually. Here are the fees associated with this option:

1. The FBI RAP Sheet/processing fee: **$18**
2. CA DOJ RAP Sheet/processing fee: **$25** (can get this fee waived)
3. TWO Live Scan Fingerprints: **$40** (for two sets, approximately)
   - TOTAL: **$83** ($58 with fee waivers)

**More Information:**

For more information, visit [http://oag.ca.gov/fingerprints/security](http://oag.ca.gov/fingerprints/security)
Sample #1:

Legal action: this person was arrested, detained and cited

Location of detention

This person was arrested for committing a crime in the “Health and Safety Code” (HS)

Location of court

Disposition: what the court officially determined in your case

Severity of conviction: infraction, misdemeanor, felony

This sentence includes probation and jail time
Sample #2:

Legal action: this person was taken to court

Location of court

Severity of conviction: infraction, misdemeanor, felony

Disposition: what the court officially determined in your case

Type of sentence, location of custody

Date: February 26, 2001

Penal code under which you were convicted
Sample #3 (combined CA DOJ/FBI record):

Location of court

Disposition: what the court officially determined in your case. “Stayed” means the case was postponed or suspended.

All numbers with “PC” next to them are the penal codes and descriptions of the crimes you were convicted of.

Type of sentence, location of custody

4 counts of the same crime

All the convictions that lead to the sentencing

Date: March 5, 2004
CHAPTER FOUR: NATIONAL CRIMINAL RECORDS AND RECORDS FROM OTHER STATES

Getting Your Criminal Record from another State

If you have a criminal background from outside of California, there is a different process for obtaining your criminal record. The California DOJ record will not necessarily show convictions from other states, unless the FBI is also reporting information and the “Interstate Identification Index” is selected. Therefore, in order to have a more realistic picture of your entire record, it is more accurate to get your record directly from the state you were convicted in. However, this is a more complex process because the protocol varies state by state. This is likely going to be similar to the process for getting your California DOJ RAP sheet, but each state has their own process, requirements, fees and time-frame for processing requests.

- See Appendix E- Requesting Criminal Records from Other States (State by State) to get more specific instructions for the state in question.

Your Employment Specialist can visit the state’s website with you, print out any information that is listed, and any required forms that are needed to request your criminal record from that state.
Step-by-Step: Getting Your FBI Criminal Record

The FBI criminal record (A.K.A the Identity History Summary) is a good option if you either have criminal backgrounds in multiple states or if you want information in regards to federal crimes. The FBI Identity History Summary contains information on both federal and state crimes.

What is a FBI Identity History Summary?
An Identity History Summary—often referred to as a criminal history record or a “RAP sheet”—is a listing of certain information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, federal employment, naturalization, or military service.

If the fingerprints are related to an arrest, the Identity History Summary includes name of the agency that submitted the fingerprints to the FBI, the date of the arrest, the arrest charge, and the disposition of the arrest, if known to the FBI. All arrest data included in an Identity History Summary is obtained from fingerprint submissions, disposition reports, and other information submitted by agencies having criminal justice responsibilities. Only you can request a copy of your own Identity History Summary.

Individuals typically make this request for personal review, to challenge the information on record, to satisfy a requirement for adopting a child in the United States or internationally, or to satisfy a requirement to live, work, or travel in a foreign country (i.e., police certificate, letter of good conduct, Identity History Summary check, etc.).

Methods for Requesting Your Identity History Summary:
The FBI offers two methods for requesting your Identity History Summary:

- **Option 1**: Submit your request directly to the FBI.
- **Option 2**: Submit to an FBI-approved Channeler, which is a private business that has contracted with the FBI to process the request. See the next page for list of approved Channelers, or visit [http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers](http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers)

Basic Steps for Requesting the FBI Identity History Summary:
1. Complete Applicant Information Form
2. Obtain fingerprints
3. Submit payment
4. Submit completed application

Detailed Process of Requesting the FBI Identity History Summary:
**Note**: The required forms are not included in this guide, therefore, for more information, and to retrieve all required application forms, visit [http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi](http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi)

1. **COMPLETE APPLICANT INFORMATION FORM**:
   - If the request is for a couple, family, etc., all persons must sign the form.
   - **Note**: Due to changes in processing the FBI will no longer accept return self-addressed stamped envelopes with Departmental Order requests. This includes pre-paid Priority Mail, FedEx account numbers, United Parcel Service, etc.

2. **OBTAIN FINGERPRINTS**:
   - Your name and date of birth must be provided on the fingerprint card. Fingerprint should be placed on a “standard fingerprint form” (FD-258I). If possible, have your fingerprints taken by a fingerprinting technician. This service may be available at a law enforcement agency or at any
Live Scan providers (not LAPD). See [http://ag.ca.gov/fingerprints/publications/contact.php](http://ag.ca.gov/fingerprints/publications/contact.php) for Live Scan locations. Fingerprinting fees (approximately $20) will apply.

3. **SUBMIT PAYMENT:**
   - Option 1: Pay by credit card using the “Credit Card Payment Form”. Don’t forget to include the expiration date of the credit card that you are using.
   - Option 2: Obtain a money order or certified check for $18 U.S. dollars made payable to the Treasury of the United States. Cash, personal checks, or business checks WILL NOT be accepted.
   - If the request is for a couple, family, etc., or more than one copy, include $18 per person/copy.

4. **SUBMIT COMPLETED APPLICATION:**
   - Mail the required items listed above—signed applicant information form, fingerprint card, and payment of $18 U.S. dollars for each person or copy requested—to the following address:
     
     U.S. Department of Justice  
     FBI CJIS Division – Summary Request  
     Attention: SCU, Mod. D-2  
     1000 Custer Hollow Road  
     Clarksburg, WV 26306  
   - Refrain from calling to check on the status of your request prior to six weeks. For assistance, contact the Customer Service Group at (304) 625-5590.

**Fees:**
There are two fees for associated with obtaining your FBI criminal record:

1. FBI “RAP Sheet”/processing fee: **$18** (per person who is being searched, and per copy of record)
2. Live Scan “Fingerprinting Fee” varies by location: **$20** (approximately)

**TOTAL:** **$38** (for one person and one copy)

**Note:** The FBI does not provide a fee waiver option and the fingerprinting fee must be paid.

**List of FBI-Approved Channelers for Departmental Order Submissions:**

<table>
<thead>
<tr>
<th>Channeler Name</th>
<th>Website</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3M Cogent Systems</td>
<td><a href="http://www.cogentsystems.com">www.cogentsystems.com</a></td>
<td>(614) 718-9691</td>
</tr>
<tr>
<td>National Background Check, Inc.</td>
<td><a href="http://www.nationalbackgroundcheck.com">www.nationalbackgroundcheck.com</a></td>
<td>(877) 932-2435</td>
</tr>
<tr>
<td>Accurate Biometrics</td>
<td><a href="http://www.accuratebiometrics.com">www.accuratebiometrics.com</a></td>
<td>(773) 685-5699</td>
</tr>
<tr>
<td>National Credit Reporting</td>
<td><a href="http://www.myFBIreport.com">www.myFBIreport.com</a></td>
<td>(800) 441-1661</td>
</tr>
<tr>
<td>Daon Trusted Identity Services, Inc.</td>
<td><a href="http://www.DaonTIS.com">www.DaonTIS.com</a></td>
<td>(703) 797-2550</td>
</tr>
<tr>
<td>Telos Identity Management Solutions, LLC</td>
<td><a href="http://www.telosid.com">www.telosid.com</a></td>
<td>(800) 714-3557</td>
</tr>
<tr>
<td>Eid Passport, Inc.</td>
<td><a href="http://www.eidpassport.com">www.eidpassport.com</a></td>
<td>(855) 531-5827</td>
</tr>
<tr>
<td>TRP Associates, LLC dba ID Solutions</td>
<td><a href="http://www.trpassociates.net">www.trpassociates.net</a></td>
<td>(401) 736-4300</td>
</tr>
<tr>
<td>Fieldprint, Inc.</td>
<td><a href="http://www.fieldprint.com/FBI">www.fieldprint.com/FBI</a></td>
<td>(877) 614-4364</td>
</tr>
<tr>
<td>VetConnex</td>
<td><a href="http://www.vetconnex.com">www.vetconnex.com</a></td>
<td>(952) 224-8656</td>
</tr>
<tr>
<td>Inquiries, Inc.</td>
<td><a href="http://www.inquiriesinc.com">www.inquiriesinc.com</a></td>
<td>(866) 987-3767</td>
</tr>
<tr>
<td>IBT, LLC by MorphoTrust</td>
<td><a href="http://www.IdentoGO.com/FBIcheck">www.IdentoGO.com/FBIcheck</a></td>
<td>(877) 783-4187</td>
</tr>
</tbody>
</table>
Sample #1:

**RE: FINGERPRINTS SUBMITTED TO THE FBI**

APP ORI: AF389  
APP NAME: [Redacted]  
APP TYPE: EMPLOYEE 11105.3 PC  
APP TITLE: [Redacted]  
APP SERVICE REQUESTED: CA/FBI  
OCA:  
SID:  
DOB:  
SSN:  
CDL:  
ATI:  
OATI:  
DATE SUBMITTED: 12/01/2011  
SCN #: MG1E3350012  
APP ADDRESS: [Redacted]

Based upon a fingerprint search of records contained in the Federal Bureau of Investigation files, there is no out-of-state or federal criminal history information on the above named individual that meets dissemination criteria pursuant to California law.

This is a joint FBI/CA DOJ criminal background search.

This person did not return any information in their search.
Sample #2 (combined FBI/CA DOJ Criminal Record):

This is a combined FBI/CA DOJ record

Legal action: court case

Date: May, 201999

Location of court

Disposition: what the court officially determined in your case

Severity of conviction: infraction, misdemeanor, felony

This sentence includes prison time, fines and restitution

Type of sentence, location of custody

Penal code number and description of crime that you were convicted of
CHAPTER FIVE: RELATED ISSUES

Expungement

Clients are often looking for a way fix their criminal history and often think expungement is the answer. However, expungement does not completely remove convictions from your criminal record, so if employer conducts a criminal background check, they will still be able to find the original charges but with an "expunged" or "dismissed" next to it. Essentially, expungement refers to the process of destroying, erasing, or sealing arrest or conviction records, but there are some caveats. This section outlines of the general purpose of expungement, eligibility and the expungement process.

What expungement does\textsuperscript{xiii}:

- Puts the words “set aside and dismissed” on your official criminal history
- Allows you to honestly answer “no” if you are asked about convictions on employment applications or during an interview

What expungement does not do\textsuperscript{xiv}:

- Completely erase your record (employers may still know after criminal background check, however note that employers should not receive expunged convictions from private background check companies, and if they do receive them, they should not use them in hiring decisions)
- Allow you to deny conviction in all cases—must answer “yes” for U.S. Immigration and Customs Enforcement (ICE), state or local licensing agencies and applications for public office
- Remove from consideration if tried for future crimes (you are still considered to have a “prior”)

Considerations surrounding qualification for expungement\textsuperscript{xv}:

- whether you were actually convicted of a crime (not just arrested)
- the severity of the crime
- how long it has been since you were arrested or convicted
- whether you have successfully completed the terms your sentence, probation, or diversion program
- whether you have been convicted of other crimes in the past
- No matter where you live, it is unlikely that you will be able expunge a very serious crime, such as a violent felony or a sex offense.

California Expungement Process\textsuperscript{xvi}:

In California, the process of expunging or clearing a criminal record is usually called "dismissal," because the case is reopened and the criminal conviction is dismissed. For legal purposes, if your conviction is dismissed, it is as though you never committed the crime. Your record will be changed to reflect the dismissal, and you usually do not have to disclose that you were convicted -- for example, when applying for a job. In fact, it is illegal for most employers in California to ask about an arrest that did not result in a conviction or conviction that was later dismissed (expunged). There are exceptions, such as for jobs with police departments or other criminal justice agencies, public employers, positions working with vulnerable populations, or positions that require access to drugs or firearms. However, dismissed convictions should not show up on private background checks. If they do, the individual should seek legal assistance to clear up discrepancies on private background checks.\textsuperscript{xvii}
You can petition for a dismissal if xviii:

- you were convicted of an infraction, misdemeanor, or felony and received any combination of:
  - county jail time, probation, early release or a fine.
- You have completed probation/obtained early release (& satisfied all conditions of your sentence).
- You were convicted of an infraction or misdemeanor and never received probation (and satisfied all the conditions of your sentence)
- You were convicted of a felony and you have completed probation or county jail time. You may file a petition to get your felony conviction reduced to a misdemeanor. After that, you can petition to have your misdemeanor conviction dismissed.
- You were convicted of another offense, and the court agrees to dismiss it. The following offenses may be dismissed if you can convince the court that a dismissal is in the interests of justice:
  - Convictions for which you did not complete probation or obtain an early release, if you have otherwise met all the conditions of your sentence -- such as paying fines and restitution.
  - Convictions under California Vehicle Code if you have satisfied all the conditions of your sentence.
- You have completed a diversion program. After successful completion of a diversion program, your record will show a dismissal.
- You were charged with possession of marijuana. You may not need to petition for dismissal if you were convicted of possession of marijuana for personal use. Such convictions, if entered after January 1, 1976, should be erased from your criminal record after two years. Note that this does not include convictions for growing, selling, or transporting marijuana.
- You have had a “wobbler” felony (meaning the prosecutor may file the charge as a felony or a misdemeanor) reduced to a misdemeanor. xix
- You are eligible for relief under Proposition 47. xx

**NOTE:** Your conviction will not be dismissed if you are currently charged with, on probation for, or serving a sentence for another offense. You are also not eligible for a dismissal if you have committed a sex crime against a minor, or infractions under the California Vehicle Code.

Finally, if you were sentenced to state prison or transferred to the authority of the California Department of Corrections and Rehabilitation, your conviction is not eligible for a dismissal. Under those circumstances, you may instead request a Certification of Rehabilitation (a court order declaring that a person has been rehabilitated) and pardon from the governor. Neither a Certification of Rehabilitation nor a pardon erases or seals a criminal recordxxi.

Paperwork for expungement and sealing of records can also be started in the Clerk’s Office in the courthouse where you were convicted.

For more information:

- To find re-entry clinics (including with information on expungement), visit [http://www.reentrylegalclinic.org/other-clinics.html](http://www.reentrylegalclinic.org/other-clinics.html)
- California Courts-Clearing Your Record: [http://www.courts.ca.gov/1070.htm](http://www.courts.ca.gov/1070.htm)
Making Corrections On Your Criminal Record

For CA DOJ Records:
If you feel the information contained within your criminal history record is incorrect, you may submit a formal challenge to the Department of Justice (DOJ) only after you have received a copy of your record first. The form BCIA 8706 "Claim of Alleged Inaccuracy or Incompleteness" will be mailed to you along with your record. Submit form BCIA 8706 and any supporting documentation to the Department of Justice at the address provided on the form. Most likely this address will be:

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

Your challenge must specifically state the basis for the claim of inaccuracy or incompleteness and include any available proof or corroboration to substantiate your claim. Mail the completed form, along with a copy of your criminal history record, to the address indicated on the form. The challenge will be reviewed and a written response will be provided, along with an amended copy of your criminal history record if appropriate.

For FBI Records:
Just like your personal credit report, you have the right to challenge inaccurate information on your FBI Criminal Report and have it corrected. If your criminal record contains incorrect information, you should contact the state court or identification bureau that maintains the original record.
Restitution

Sometimes clients will have to pay restitution if they were convicted of a crime that has a “victim”. The following provides more information about this process.

What is restitution?
When the court orders you to pay restitution it is ordering you to pay back the damage you caused, both to the state and to the victim(s). The court orders restitution in all cases and it does not consider your ability (or inability) to pay when the order is made. The court orders restitution as part of your sentence; the restitution order is read aloud in court along with your sentence to prison.

Are there different types of restitution?
There are three different types of restitution:

1) **Restitution Fines**: essentially this is your “debt to society.” These fines are how you pay back the state for the crime you committed.

2) **Parole Revocation Fines**: this means that the amount of your restitution fine will be doubled if you violate parole.

3) **Direct Orders**: these fines are to be paid back the victim(s) of the crime you have committed. The amount of the direct order is based on the amount of the loss each victim suffered as a result of the crime. There is no maximum amount that a judge can order for this type of restitution. This type of restitution goes directly to the victim.

The court can order all three types of restitution in the same case. If you are found guilty in multiple cases, the court can order all three types of restitution in each case.

How is restitution collected while I am in prison?
The California Department of Corrections and Rehabilitation automatically collects 50% of prison wages or other money deposited into your trust account to pay your restitution. The Department will always collect money to pay direct orders before collecting money to pay for restitution fines. Your institution may provide you with a copy of your restitution balance on a monthly basis. Direct any specific questions about your restitution to your Correctional Counselor.

How is restitution collected once I am on parole?
Once you are paroled it is your responsibility to send restitution payments to:

California Department of Corrections and Rehabilitation
P.O. Box 276088
Sacramento, CA 95827

Clearly mark your name and CDC number on the check or money order and make it payable to the California Department of Corrections and Rehabilitation. Your parole agent can provide you with copies of your restitution balance and respond to specific questions about your restitution.

Can I be discharged from parole early if I owe restitution?
You must make reasonable payments on your restitution while on parole to receive favorable consideration for early release. Payment of restitution is part of a successful parole.

What happens if I don’t pay my restitution?
Restitution never goes away. Even if you declare bankruptcy you will still owe restitution. If you do not make a good faith effort to pay your restitution while on parole, your debts may go into collections.

For more information, visit the CA Department of Corrections and Rehabilitation website:

[http://www.cdcr.ca.gov/victim_services/restitution_offender.html](http://www.cdcr.ca.gov/victim_services/restitution_offender.html)
Prop 47

[The following is taken directly from the website www.myprop47.org (on 3/3/15), a site created by Californians for Safety and Justice. Since implementation of Prop 47 was very dynamic at the time of producing this guide, it is recommended that the website above be used as a resource.]

On November 4, 2014, California voters passed Proposition 47, a law that changed certain low-level crimes from potential felonies to misdemeanors. The savings from reduced incarceration costs will be invested into drug and mental health treatment, programs for at-risk students in K-12 schools, and victim services.

Individuals with a prior felony record for any of the following offenses or who are currently serving time for the following crimes may qualify to change their record or their sentence to a misdemeanor:

- Simple drug possession
- Petty theft under $950
- Shoplifting under $950
- Forging or writing a bad check under $950
- Receipt of stolen property under $950

Changing Your Felony

Individuals who are currently incarcerated for offenses committed in the state of California that are impacted by Prop. 47 can seek to be resentenced and released (this is known as resentencing).

Individuals who have been previously convicted of these felonies for crimes committed in the state of California can apply to have them changed on their record to misdemeanors (this is known as reclassification).
APPENDICES

- Appendix A: Record Request Form (LA County)
- Appendix B: Request to Waive Court Fees Form
- Appendix C: Request for Live Scan Service Form
- Appendix D: DOJ Record Request and Fee Waiver Packet
- Appendix E: Requesting Criminal Records from Other States (State by State)
- Appendix F: Other Helpful Resources
- Appendix G: Criminal Record Progress (ES Tracking Sheet)
Date / Fecha: __________________________

Case Number / Numero del Caso: __________________________________________

Case Name / Nombre del Caso: __________________________________________

A REQUEST IS HEREBY MADE TO REPRODUCE THE FOLLOWING DOCUMENTS:
UN PEDIDO PARA REPRODUCIR LOS SIGUIENTES DOCUMENTOS:

[ ] Entire File / Expediente Entero

[ ] Conviction Docs / Documentos de Convicción

[ ] Name(s) / Nombre(s) que la persona uso:

D.O.B. / Fecha de Nacimiento:

D.L.N. / Numero de Licencia:

[ ] Other / Otro:

________________________________________

Agency / Agencia
Requestor's Name / Nombre de la persona que pide los documentos:

Telephone Number / Numero de Telefono:

Total Pages / Total de Paginas: ________  Total Certifications / Total de Certificaciones: ________  Amount / Cantidad $ ________

When you receive your completed request, please take a minute to review it before you leave the clerk's office. If you find a discrepancy, please request to speak to a Supervisor. If a Supervisor is not immediately available, you may leave a message for one to contact you. In addition, we can better serve you if you have your original list and receipt available.

Cuando usted reciba su pedido, por favor tome un minuto para revisar la(s) copia(s) antes de salir de la oficina. Si usted encuentra alguna diferencia o error, por favor reviselo con la Supervisor. Si un Supervisor no está disponible de inmediato, usted puede dejar un mensaje y número de teléfono para que un Supervisor se comunique con usted. En adición, le podremos servir mejor si usted tiene sus documentos originales disponibles.

Date / Fecha: __________________________  Initials / Iniciales: __________________________

SHERRI R. CARTER, EXECUTIVE OFFICER

By / Por: __________  Date / Fecha: __________
FW-001  Request to Waive Court Fees

If you are getting public benefits, are a low-income person, or do not have enough income to pay for household's basic needs and your court fees, you may use this form to ask the court to waive all or part of your court fees. The court may order you to answer questions about your finances. If the court waives the fees, you may still have to pay later if:

- You cannot give the court proof of your eligibility,
- Your financial situation improves during this case, or
- You settle your civil case for $10,000 or more. The trial court that waives your fees will have a lien on any such settlement in the amount of the waived fees and costs. The may also charge you any collection costs.

Your Information (person asking the court to waive the fees):
Name:__________________________________________
Street or mailing address:________________________
City:____________________ State:________ Zip:________
Phone number:______________________________

Your Job, if you have one (job title):________________________
Name of employer:______________________________
Employer's address:________________________________

Your Lawyer, if you have one (name, firm or affiliation, address, phone number, and State Bar number):

a. The lawyer has agreed to advance all or a portion of your fees or costs (check one): Yes ☐ No ☐
b. (If yes, your lawyer must sign here) Lawyer's signature:____________________________________
   If your lawyer is not providing legal-aid type services based on your low income, you may have to go to a
   hearing to explain why you are asking the court to waive the fees.

What court's fees or costs are you asking to be waived?
☐ Superior Court (See Information Sheet on Waiver of Superior Court Fees and Costs (form FW-001-INFO).)
☐ Supreme Court, Court of Appeal, or Appellate Division of Superior Court (See Information Sheet on Waiver of
   Appellate Court Fees (form APP-015/FW-015-INFO).)

Why are you asking the court to waive your court fees?

a. ☐ I receive (check all that apply): ☐ Medi-Cal ☐ Food Stamps ☐ SSI ☐ SSP ☐ County Relief/General
   Assistance ☐ IHSS (In-Home Supportive Services) ☐ CalWORKS or Tribal TANF (Tribal Temporary
   Assistance for Needy Families) ☐ CAPI (Cash Assistance Program for Aged, Blind and Disabled)
   (from check box, you must file a copy of document providing income)

b. ☐ My gross monthly household income (before deductions for taxes) is less than the amount listed below.
   (See check box, you must file a copy of document providing income)

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Family Income</th>
<th>Family Size</th>
<th>Family Income</th>
<th>Family Size</th>
<th>Family Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,195.62</td>
<td>3</td>
<td>$2,034.38</td>
<td>5</td>
<td>$2,814.68</td>
</tr>
<tr>
<td>2</td>
<td>$1,015.63</td>
<td>4</td>
<td>$2,453.13</td>
<td>6</td>
<td>$3,290.63</td>
</tr>
</tbody>
</table>

If more than 6 people at home, add $418.75 for each extra person.

c. ☐ I do not have enough income to pay for my household's basic needs and the court fees. I ask the court to
   (check one): ☐ waive all court fees ☐ waive some of the court fees ☐ let me make payments over time
   (Explain): ________________________________________________________________
   (If you checked continue to next page) ☐

☐ Check here if you asked the court to waive your court fees for this case in the last six months.
   (If your previous request is reasonably available, please attach it to this form and check here: ☐

I declare under penalty of perjury under the laws of the State of California that the information I have provided
on this form and all attachments is true and correct.

Revised February 26, 2013, Mandatory Form
Concurrent Code, § 68633
Cal. Rules of Court, rules 3.51, 8.20, and 8.619

Request to Waive Court Fees

FW-001, Page 1 of 2
If you checked 5a on page 1, do not fill out below. If you checked 5b, fill out questions 7, 8, and 9 only. If you checked 5c, you must fill out this entire page. If you need more space, attach form MC-025 or attach a sheet of paper and write Financial Information and your name and case number at the top.

7 □ Check here if your income changes a lot from month to month. Fill out below based on your average income for the past 12 months.

8 Your Monthly Income
a. Gross monthly income (before deductions): $ __________________
   List each payroll deduction and amount below:
   (1) __________________
   (2) __________________
   (3) __________________
   (4) __________________

b. Total deductions (add 8a (1)-(4) above): $ __________________

c. Total monthly take-home pay (8a minus 8b): $ __________________

d. List the source and amount of any other income you get each month, including: spousal/child support, retirement, social security, disability, unemployment, military basic allowance for quarters (BAQ), veteran's payments, dividends, interest, trust income, annuities, net business or rental income, reimbursement for job-related expenses, gambling or lottery winnings, etc.
   (1) __________________ $ __________________
   (2) __________________ $ __________________
   (3) __________________ $ __________________
   (4) __________________ $ __________________

e. Your total monthly income is (8c plus 8d): $ __________________

9 Household Income
a. List all other persons living in your home and their income; include only your spouse and all individuals who depend in whole or in part on you for support, or on whom you depend in whole or in part for support.

   Name | Age | Relationship | Gross Monthly Income
   (1)  |     |              | $ __________________
   (2)  |     |              | $ __________________
   (3)  |     |              | $ __________________
   (4)  |     |              | $ __________________

b. Total monthly income of persons above: $ __________________

Total monthly income and household income (8e plus 9b): $ __________________

To list any other facts you want the court to know, such as unusual medical expenses, family emergencies, etc., attach form MC-025. Or attach a sheet of paper, and write Financial Information and your name and case number at the top. Check here if you attach another page. □

Important! If your financial situation or ability to pay court fees improves, you must notify the court within five days on form FW-010.

10 Your Money and Property
a. Cash __________________
   b. All financial accounts (list bank name and amount):
   (1) __________________ $ __________________
   (2) __________________ $ __________________
   (3) __________________ $ __________________
   (4) __________________ $ __________________

c. Cars, boats, and other vehicles
   Make / Year | Fair Market Value | How Much You Still Owe
   (1)          | __________________ | $ __________________
   (2)          | __________________ | $ __________________
   (3)          | __________________ | $ __________________

d. Real estate
   Address | Fair Market Value | How Much You Still Owe
   (1) | __________________ | $ __________________
   (2) | __________________ | $ __________________
   (3) | __________________ | $ __________________

e. Other personal property (jewelry, furniture, furs, stocks, bonds, etc.):
   Describe | Fair Market Value | How Much You Still Owe
   (1) | __________________ | $ __________________
   (2) | __________________ | $ __________________
   (3) | __________________ | $ __________________

11 Your Monthly Expenses
(Do not include payroll deductions you already listed in 8b.)
   a. Rent or house payment & maintenance $ __________________
   b. Food and household supplies $ __________________
   c. Utilities and telephone $ __________________
   d. Clothing $ __________________
   e. Laundry and cleaning $ __________________
   f. Medical and dental expenses $ __________________
   g. Insurance (life, health, accident, etc.) $ __________________
   h. School, child care $ __________________
   i. Child, spousal support (another marriage) $ __________________
   j. Transportation, gas, auto repair and insurance $ __________________
   k. Installment payments (list each below): Paid to:
      (1) $ __________________
      (2) $ __________________
      (3) $ __________________
   l. Wages/earnings withheld by court order $ __________________
   m. Any other monthly expenses (list each below): Paid to:
      (1) $ __________________
      (2) $ __________________
      (3) $ __________________

Total monthly expenses (add 11a-11m above): $ __________________
Order on Court Fee Waiver (Superior Court)

Person who asked the court to waive court fees:
Name: __________________________________________
Street or mailing address: __________________________
City: __________________ State: _______ Zip: _______

Lawyer, if present: (name, address, phone number, e-mail, and State Bar number):
_____________________________________________________

A request to waive court fees was filed on (date): ____________________
□ The court made a previous fee waiver order in this case on (date): ____________________

Read this form carefully. All checked boxes are court orders.

Notice: The court may order you to answer questions about your finances and later order you to pay back the waived fees. If this happens and you do not pay, the court can make you pay the fees and also charge you collection fees. If there is a change in your financial circumstances during this case that increases your ability to pay fees and costs, you must notify the trial court within five days. (Use form FW-010.) If you win your case, the trial court may order the other side to pay the fees. If you settle your civil case for $10,000 or more, the trial court will have a lien on the settlement in the amount of the waived fees. The trial court may not dismiss the case until the lien is paid.

4. After reviewing your (check one): □ Request to Waive Court Fees □ Request to Waive Additional Court Fees

the court makes the following orders:

□ The court grants your request, as follows:

(1) □ Fee Waiver. The court grants your request and waives your court fees and costs listed below. (Cal. Rules of Court, rule 3.55.) You do not have to pay the court fees for the following:

• Filing papers in Superior Court
• Making copies and certifying copies
• Sheriff's fee to give notice
• Reporter's daily fee (for up to 60 days following the fee waiver order at the court-approved daily rate)
• Preparing and certifying the clerk's transcript on appeal
• Court fees for phone hearings

• Giving notice and certificates
• Sending papers to another court department
• Court-appointed interpreter in small claims court

(2) □ Additional Fee Waiver. The court grants your request and waives your additional superior court fees and costs that are checked below. (Cal. Rules of Court, rule 3.56.) You do not have to pay for the checked items.

□ Jury fees and expenses
□ Fees for court-appointed experts
□ Reporter's daily fees (beyond the 60-day period following the fee waiver order)
□ Other (specify):

□ Fees for a peace officer to testify in court
□ Court-appointed interpreter fees for a witness

(3) □ Fee Waiver for Appeal. The court grants your request and waives the fees and costs checked below, for your appeal. (Cal. Rules of Court, rules 3.55, 3.56, 8.26, and 8.818.) You do not have to pay for the checked items.

□ Preparing and certifying clerk's transcript for appeal
□ Other (specify):
b. ☐ The court denies your request, as follows:

Warning! If you miss the deadline below, the court cannot process your request for hearing or the court papers you filed with your original request. If the papers were a notice of appeal, the appeal may be dismissed.

(1) ☐ The court denies your request because it is incomplete. You have 10 days after the clerk gives notice of this order (see date below) to:
  • Pay your fees and costs, or
  • File a new revised request that includes the items listed below (specify incomplete items):

(2) ☐ The court denies your request because the information you provided on the request shows that you are not eligible for the fee waiver you requested (specify reasons):

The court has enclosed a blank Request for Hearing About Court Fee Waiver Order (Superior Court), form FW-006. You have 10 days after the clerk gives notice of this order (see date below) to:
  • Pay your fees and costs, or
  • Ask for a hearing in order to show the court more information. (Use form FW-006 to request hearing.)

c. ☐ The court needs more information to decide whether to grant your request. You must go to court on the date below. The hearing will be about (specify questions regarding eligibility):

☐ Bring the following proof to support your request if reasonably available:

Hearing Date

Date: ___________________________ Time: ___________________________

Dept.: __________________________ Rm.: ___________________________

Name and address of court if different from page 1:

Warning! If item c is checked, and you do not go to court on your hearing date, the judge will deny your request to waive court fees, and you will have 10 days to pay your fees. If you miss that deadline, the court cannot process the court papers you filed with your request. If the papers were a notice of appeal, the appeal may be dismissed.

Date: ___________________________ Signature of (check one): ☐ Judicial Officer ☐ Clerk, Deputy

Request for Accommodations. Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least 5 days before your hearing. Contact the clerk's office for Request for Accommodation, Form MC-410. (Civil Code, § 54.8.)

Clerk's Certificate of Service

I certify that I am not involved in this case and (check one): ☐ A certificate of mailing is attached.

☐ I handed a copy of this order to the party and attorney, if any, listed in 1 and 2, at the court, on the date below.

☐ This order was mailed first class, postage paid, to the party and attorney, if any, at the addresses listed in 1 and 2, from (city): ____________________________________________, California on the date below.

Date: ___________________________ Clerk, by ___________________________, Deputy

This is a Court Order.

Order on Court Fee Waiver (Superior Court)
REQUEST FOR LIVE SCAN SERVICE
(Record Review or Foreign Adoption)

Applicant Submission

CA0349435 Type of Application (Check One Only) ☐ Record Review ☐ Foreign Adoption

ORI (code assigned by DOJ)

Reason for Application

Contributing Agency Information:

DEPARTMENT OF JUSTICE
Agency Authorized to Receive Criminal Record Information
P.O. BOX 903417
Street Address or P.O. Box
SACRAMENTO CA 94203-4170
City State ZIP Code

07041 Mail Code (five-digit code assigned by DOJ)

RECORD REVIEW UNIT
Contact Name (mandatory for all school submissions)
(916) 227-3849 Contact Telephone Number

Applicant Information:

Last Name
Other Name (AKA or Alias) Last
First Name Middle Initial Suffix
First
Sex ☐ Male ☐ Female

Date of Birth
Height Weight
Eye Color Hair Color

Place of Birth (State or Country) Social Security Number

Street Address or P.O. Box

Level of Service: ☒ DOJ Only

If re-submission, list original ATI number (Must provide proof of rejection):

Original ATI Number

Foreign Government Embassy: (MANDATORY FOR FOREIGN ADOPTION REQUESTS ONLY)

Embassy Name

Street Address or P.O. Box

City State Country ZIP Code Embasss Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID ATI Number

Amount Collected/Billed

ORIGINAL - Live Scan Operator SECOND COPY - Applicant
To: Record Review Unit, California Dept. of Justice
From:

Fax: 916-227-1964
Pages: 4 (including cover)

Re: Request for Fee Waiver

Date:

Attention: Record Review Unit
Dear Record Review Unit,

Enclosed with this letter, please find a request for waiver of the fee for criminal history record and proof of public benefits.

Please send the Request for Live Scan form to the following address:

__________________________________________
Name

__________________________________________
Street Address

__________________________________________
City    State    Zip Code

Sincerely,
APPLICATION AND DECLARATION FOR WAIVER OF FEE
FOR OBTAINING CRIMINAL HISTORY RECORD

I, the undersigned, declare that I am unable to pay the fee to obtain a copy of my criminal history record without impairing my obligation to meet the common necessities of life.

I declare under the penalty of perjury that the forgoing is true and correct and was signed at _____________, California, on ________________, 20______________.

Attached is verification of proof of indigence as required by Penal Code Section 11123.

DECLARANT

BCII 8690 (Rev. 01/07)
In order to have the $25.00 processing fee waived, you must provide proof of indigence, such as:

Letter from SSI or Social Security, showing amount of your grant or

Letter from Unemployment or Disability, showing amount of your grant or

Copy of a Medi-Cal card or Food Stamp card or

Copy of AFDC or General Assistance letter showing your monthly grant

and a signed Declaration of Indigence
ALABAMA
Criminal Justice Information Center
770 Washington Ave, Suite 350
Montgomery, AL 36310
(334) 242-4900
http://acjc.alabama.gov/page-CriminalHistories

ALASKA
Dept. of Public Safety Records Section
450 Whitter Ave, Room 103
Juneau, AK 99801-1745
(907) 465-4343
http://dps.alaska.gov/statewide/background/

ARIZONA
Dept. of Public Safety Criminal Records
2102 W. Encanto Boulevard
Phoenix, AZ 85005
(602) 223-2222
http://www.azdps.gov//Services/Records/Criminal_History_Records/Packet/

ARKANSAS
Arkansas Crime Information Center
One Capitol Mall
Little Rock, AK 72201
(501) 682-2222
https://www.ark.org/criminal/index.php

CALIFORNIA
Dept. of Justice Records Review Unit
P.O. Box 903417
Sacramento, CA 94203
(916) 227-3849
http://oag.ca.gov/fingerprints

COLORADO
Bureau of Special Investigations
690 Kipling Street, Suite 3000
Denver, CO 80215-5844
(303) 239-4208
https://www.cbirecordscheck.com/

CONNECTICUT
State Police Bureau of Identification
1111 Country Road
Middletown, CT 06457-9294
(860) 685-8480
Fax (860) 685-8361
DELAWARE
Bureau of Special Investigations
P.O. Box 430
Dover, DE 19903
(302) 739-5901
http://dsp.delaware.gov/StateBureauofIdentification.shtml#CrimHist

DIST. OF COLUMBIA
Metropolitan P.D. Criminal Records Section
300 Indiana Ave. NW MPD HQ Room 3055
Washington D.C. 20001
(202) 727-4245

FLORIDA
Dept. of Law Enforcement CJIS Services
USB/Public Records PO Box 1489
Tallahassee, FL 32302
(850) 410-8109
http://www.fdle.state.fl.us/content/getdoc/2952da22-ba08-4dfc-9e45-2d7932a803ea/obtaining-criminal-history-information.aspx

GEORGIA
Crime Information Center
PO Box 370748
Decatur, GA 30037-0748
(404) 244-2601
http://gbi.georgia.gov/obtaining-criminal-history-record-information

HAWAII
Criminal Justice Data Center
465 S. King St, Room 101
Honolulu, HI 96813
(808) 587-3279
http://ag.hawaii.gov/hcjdc/criminal-history-records-check/

IDAHO
Bureau of Criminal Identification
700 S. Stratford Drive
Ste. 120
Meridian, ID 83642
(208) 884-7130
http://isp.idaho.gov/BCI/index.html

ILLINOIS
Bureau of Identification
260 North Chicago Street
Joliet, IL 60432-4075
INDIANA
Indiana State Police
Criminal History Limited Check
PO Box 6188
Indianapolis, IN 46206
(317) 233-2010
http://www.in.gov/ai/appfiles/isp-lch/

IOWA
Division of Criminal Investigation
215 East 7th Street
Des Moines, IA 50319
(515) 725-6066
http://www.dps.state.ia.us/DCI/supportoperations/crimhistory/obtain_records.shtml

KANSAS
Bureau of Investigation
Attn: Criminal History Section
1620 South West Tyler Street
Topeka, KS 66612-1837
(785) 296-6518 or 1-800-452-6727
http://www.kansas.gov/kbi/criminalhistory/ConductRecordCheck.html

KENTUCKY
Kentucky State Police
Criminal Dissemination Center
100 Fair Oaks Lane
Frankfort, KY 40601
(502) 227-8700
http://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx

LOUISIANA
Bureau of Criminal ID & Information
265 South Foster Drive
Baton Rouge, LA 70806
(225) 925-6095
http://wwwprd.doa.louisiana.gov/laservices/publicpages/ServiceDetail.cfm?service_id=3386

MAINE
Bureau of Identification
State House Station 42, 36 Hospital Street
Augusta, ME 04333
(207) 624-7240
http://www5.informe.org/online/pcr/
MARYLAND
CJIS Central Repository
PO Box 32708
Pikesville, MD 21282
(410) 764-4501
http://www.dpscs.state.md.us/publicservs/bgchecks.shtml

MASSACHUSETTES
Criminal Offender Record Information (CORI) Services
200 Arlington Street,
2nd Floor, Suite 2200
Chelsea, MA 02150
(617) 660-4640

MICHIGAN
Michigan State Police Headquarters
333 S. Grand Ave
PO Box 30634
Lansing, MI 48909
(517) 241-0621
http://www.michigan.gov/msp/0,4643,7-123-1589_1878_8311---,00.html

MINNESOTA
Bureau of Criminal Apprehension
1430 Maryland Avenue E.
St. Paul, MN 55108
(651) 793-2400
https://dps.mn.gov/divisions/bca/Pages/criminal-history.aspx

MISSISSIPPI
Mississippi Department of Public Safety
Special Processing Unit
PO Box 958
Jackson, MS 39205
(601) 987-1212
http://www.msdh.state.ms.us/msdhsite/index.cfm/30,0,206.html

MISSOURI
State Highway Patrol
Annex Building
1510 East Elm Street
Jefferson City, MO 65101
(573) 526-6153
http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html

MONTANA
Dept. of Justice Identification Bureau
303 North Roberts, P.O. Box 201403
NEBRASKA
Nebraska State Patrol
Criminal Identification Division
3800 NW 12th Street-Suite A
Lincoln, NE 68521
(402) 471-4545
https://statepatrol.nebraska.gov/criminalhistoryreports.aspx

NEVADA
Nevada Department of Public Safety
333 West Nye Lane
Suite 100
Carson City, NV 89706
(775) 684-6262
http://nvrepository.state.nv.us/criminal.shtml

NEW HAMPSHIRE
New Hampshire Department of Public Safety
Division of State Police
10 Hazen Drive, Room 106
Concord, NH 03305
(603) 223-3867
http://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/

NEW JERSEY
State Police Records and ID Section
PO Box 7068
Trenton, NJ 08628-0068
(609) 882-2000 x2918
http://www.njsp.org/about/serv_chrc.html

NEW MEXICO
New Mexico State Police
PO Box 1628
Santa Fe, NM 87504-1628
(505) 827-9300
http://www.dps.state.nm.us/index.php/criminal-history-records/

NEW YORK
Division of Criminal Justice Services
4 Tower Place, Stuyvesant Plaza
Albany, NY 12203-3764
(518) 457-5837 or (800)262-3257
http://criminaljustice.ny.gov/ojis/recordreview.htm
NORTH CAROLINA
North Carolina Administrative Office of the Courts
P.O. Box 2448
Raleigh, NC 27602
(919) 890-1000
http://www.nccourts.org/Citizens/GoToCourt/ObtainSingle.asp

NORTH DAKOTA
Bureau of Criminal Investigations
P.O. Box 1054
Bismarck, ND 58502
(701) 328-5500
http://www.ag.nd.gov/BCI/CHR/NDCHRRequest.html

OHIO
Civilian Identification
PO Box 365
London, OH 43140
(877)224-0043
http://acc.ohio.gov/Licensing/CriminalRecords.aspx

OKLAHOMA
Bureau of Investigation Criminal History Unit
6600 North Harvey Place, Bldg 6, Suite 300
Oklahoma City, OK 73116
(405) 848-6724
http://www.ok.gov/osbi/Criminal_History/

OREGON
Oregon State Police
Identification Services Section
3772 Portland Road NE
Salem, OR 97301
http://www.oregon.gov/OSP/Pages/id/public_records.aspx

PENNSYLVANIA
State Police, Central Repository-164
1800 Elmerton Ave
Harrisburg, PA 17110
(888)783-7972
http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&PageID=458621&mode=2

RHODE ISLAND
Attorney General Bureau of Criminal ID
150 South Main Street
Providence, RI 02903
(401) 421-5268
http://www.riag.ri.gov/bci/records.php
SOUTH CAROLINA
State Law Enforcement Division
P.O. Box 21398
Columbia, SC 29221-1398
(803) 896-7043

SOUTH DAKOTA
Attorney General Division of Criminal Invest.
500 East Capitol Ave.
Pierre, SD 57501-5070
(605) 773-3331
http://dci.sd.gov/Operations/Identification/BackgroundCheckRequirements.aspx

TENNESSEE
Bureau of Investigation
901 R.S. Gass Boulevard
Nashville, TN 37210
(615) 744-4000

TEXAS
Dept. of Public Safety Crime Records
5805 North Lamar
Austin, TX 78752
(512) 424-2079
https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/

UTAH
Department of Public Safety
Bureau of Criminal Identification
3888 West 5400 South
Salt Lake City, UT 84129
(801) 965-4445
http://publicsafety.utah.gov/bci/crimrecords.html

VERMONT
Criminal Information Center
103 South Main Street
Waterbury, VT 05671-2101
(802) 244-8727
http://vcic.vermont.gov/criminal+history+repository

VIRGINIA
State Police Criminal Record Exchange
P.O. Box C-85076
Richmond, VA 23261-5076
(804) 674-6718
http://www.vsp.state.va.us/CJIS_Criminal_Record_Check.shtm
WASHINGTON
State Patrol Criminal History Division
P.O. Box 42633
Olympia, WA 98504-2633
(360) 534-2000
http://www.wsp.wa.gov/crime/crimhist.htm

WEST VIRGINIA
State Police Criminal Records
725 Jefferson Road
South Charleston, WV 25309
(304) 746-2170
http://www.wvsp.gov/Criminal%20Records/Pages/default.aspx

WISCONSIN
Crime Information Bureau
P.O. Box 2688
Madison, WI 53701-2688
(608) 266-5764
http://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information

WYOMING
Division of Criminal Investigation
208 South College Drive
Cheyenne, WY 82002
(307)777-7181
Appendix F- Other Helpful Resources

1) http://www.211la.org/
   - Dial 2-1-1 from anywhere in Los Angeles County or call 1-(800) 339-6993 to get resources on any number of topics, including re-entry issues.

2) Healthy City Services: http://www.healthycity.org/c/service - searchable database of service providers, includes a “Criminal Justice and Legal Services” search criterion.

3) SoCal Pro BonoCenter: http://www.californiaprobono.org/socal/
   - Pro Bono Programs Guide: http://www.californiaprobono.org/socal/oppsguide/ - provides information about all pro bono services, by area and target group.

4) USC Pro Bono Services: http://apps.americanbar.org/legalservices/probono/lawschools/103.html
   - Post-Conviction Justice Project:
     The clinic represents California federal and state inmates in post-conviction issues ranging from parole board hearings to petitions for writ of habeas corpus. Visit http://lawweb.usc.edu/why/academics/clinics/pcjp/ for more information.

5) Pepperdine Pro Bono Services: http://apps.americanbar.org/legalservices/probono/lawschools/87.html
   - Pepperdine Legal Aid Clinic at the Los Angeles Union Rescue Mission: http://law.pepperdine.edu/clinical/family_law_clinic.html

6) UCLA Pro Bono Services: http://apps.americanbar.org/legalservices/probono/lawschools/16.html

7) Re-Entry Legal Clinic: http://www.reentrylegalclinic.org/about-us.html
   - http://www.reentrylegalclinic.org/other-clinics.html (to see legal clinics offered throughout Los Angeles)

8) Law Help CA: http://lawhelpca.org/ - to find out information about free/low cost legal services throughout California.

9) Legal Aid Foundation of Los Angeles: http://www.lafla.org/ - for guidance on a variety of legal issues.

10) A New Way of Life: http://www.anewwayoflife.org/clean-slate/
    - UCLA Reentry Legal Clinic: http://www.reentrylegalclinic.org/calendar.html
    - Workshops offered on the 2nd Saturday of each month between 10am-12pm to help expunge records and screen for potential violations of employment rights. Call 323-563-3575 to register.

11) Neighborhood Legal Services of Los Angeles County: http://www.nlsla.org/
    - Worker’s Rights Clinic: http://www.nlsla.org/programs/court-and-community/workshops-and-clinics - our advocates also help workers expunge criminal records—often dating back decades—that are standing in the way of a job, occupational license or certificate.

13) Los Angeles Community Action Network (LA-CAN)
   - Offers free legal clinics on Wednesday evenings from 6-7:30, must sign-in before 6:15:
     [http://cangress.org/get-involved/calendar/](http://cangress.org/get-involved/calendar/) or call (213) 228-0024 for more information.

   - Legal Services: [http://www.homeboyindustries.org/what-we-do/legal-services/](http://www.homeboyindustries.org/what-we-do/legal-services/) (On-site lawyers provide free consultation and referrals pertaining to many legal matters, especially criminal law, including bench warrants and post conviction matters, immigration law, employment law, and family law, petitions for dismissal/expungement.

15) National Helping Individuals with Criminal Records Reenter Through Employment (HIRE) Network: [HTTP://WWW.HIRENETWORK.ORG/](http://www.hirenetwork.org/) (Many resources on a variety of re-entry topics).

   - Offers many classes, on a variety of topics including “Clearing Your Criminal Record” and “Lawyers in the Library”: [http://www.lalawlibrary.org/index.php/classes-events/current-classes.html](http://www.lalawlibrary.org/index.php/classes-events/current-classes.html)


18) The California Department of Rehabilitation provides employment services to disabled persons: [http://www.rehab.ca.gov/](http://www.rehab.ca.gov/)
   - If the client is already part of the program, or if they apply and are eligible, they can get a copy of their criminal record from their case manager.


20) Legal Action Center:


## Appendix G- Criminal Record Progress (ES Tracking Sheet)

For Clients with a criminal background only within Los Angeles County:

- **Corresponding Resources**: Step-by-Step: Getting your Los Angeles Criminal Record (page 9), Los Angeles Superior Court Locations (page 10) or [http://www.lasuperiorcourt.org/locations/](http://www.lasuperiorcourt.org/locations/) for all court locations, Appendix A-Records Request Form (LA County), Appendix B- Request to Waive Court Fees Form.

<table>
<thead>
<tr>
<th>STEP</th>
<th>DATE COMPLETED</th>
<th>NOTES</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Prepare documentation of government benefits/low income status for fee waiver, if needed</td>
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<td>2.</td>
<td>Go to any Los Angeles County Superior Courthouse, Clerk’s Office</td>
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<td>3.</td>
<td>Fill out and submit Records Request form</td>
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<tr>
<td>4.</td>
<td>Submit Request to Waive Court Fees form, if needed</td>
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<td>5.</td>
<td>Obtain Los Angeles County criminal record!</td>
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<td>6.</td>
<td>Review record for errors or possible expungement, if desired/applicable</td>
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Clients with a criminal background in a different California county, or multiple California counties:

- **Corresponding Resources:** Step-By-Step: Getting Your California DOJ Criminal Record (page 14), Step-By-Step for Getting Your Criminal Record from Another CA County (page 13), Appendix C-Request for Live Scan Service Form, Appendix D-Live Scan Locations-Los Angeles County, Appendix E- DOJ Record Request and Fee Waiver Packet.

<table>
<thead>
<tr>
<th>STEP</th>
<th>DATE COMPLETED</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>1. Can client get to a county courthouse in the county they were convicted in? (Y/N) If yes, follow steps above for that county. If no, they can request their CA DOJ record.</td>
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<td>2. Does client have a criminal record in more than one county in California? (Y/N) If yes, it makes sense to get a CA DOJ record. If no, they can go directly to a superior court in that county using the steps above.</td>
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<td>3. Collect proof of government benefits, if requesting RAP Sheet Fee Waiver</td>
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<td>4. Complete and submit fee waiver packet for CA DOJ record, if applicable</td>
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<td>5. Bring “Request for Live Scan Service” form to any Live Scan location (with returned fee waiver code, if applicable). Get fingerprints taken.</td>
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<td>6. Obtain CA DOJ criminal record!</td>
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<tr>
<td>7. Review record for errors or possible expungement, if desired/applicable</td>
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</table>
Clients with a criminal background from another state, multiple states, or a federal criminal background:


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<tr>
<th>STEP</th>
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<th>NOTES</th>
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<tbody>
<tr>
<td>1. If client knows the other states where they were convicted, they can follow directions for requesting records from that state.</td>
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<td>2. If client is unsure the other states they were convicted in, or has a criminal background in more than one state, they can request their FBI criminal record.</td>
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<tr>
<td>3. <strong>FOR FBI</strong>: Complete Application Information Form.</td>
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<td>4. Have fingerprints taken at law enforcement agency or Live Scan location.</td>
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<td>5. Submit request materials, fingerprints, and fees to FBI.</td>
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<tr>
<td>6. Obtain your FBI criminal record!</td>
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<tr>
<td>7. Review record for errors or possible expungement, if desired/applicable</td>
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</tbody>
</table>
End Notes

2 Information taken from CA DOJ, Office of the Attorney General, found at http://oag.ca.gov/fingerprints/security
5 Information provided by Legal Aid Foundation of Los Angeles
7 Information taken from “Background Checks: What Job Applicants and Employees Should Know” found at http://www.consumer.ftc.gov/articles/0488
10 Information taken from “Reentry Mythbuster- Criminal Histories and Employment Background Checks” found at http://csgjusticecenter.org/documents/0000/1090/REENTRY_MYTHBUSTERS.pdf
13 Taken from “Criminal Law 101” presentation at Chrysalis by Ben Polk from LAFLA
14 Taken from “Criminal Law 101” presentation at Chrysalis by Ben Polk from LAFLA
15 Information taken from NOLO Press found at http://www.criminaldefense.com/resources/criminal-defense/expungement/seal-criminal-records.htm
16 Information taken from NOLO Press found at http://www.criminaldefense.com/resources/criminal-defense/criminal-records-expungement/california.htm
17 Information provided by Legal Aid Foundation of Los Angeles
18 Information taken from NOLO Press found at http://www.criminaldefense.com/resources/criminal-defense/criminal-records-expungement/california.htm
19 Information provided by Legal Aid Foundation of Los Angeles
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21 Information taken from NOLO Press found at http://www.criminaldefense.com/resources/criminal-defense/criminal-records-expungement/california.htm

End Notes
Chrysalis Guide to Obtaining Your Criminal Record