

BACKGROUND CHECK INFO BY STATE
(<http://www.doj.state.wi.us/dles/cib/sclist.asp>)

FOR CLOSED RECORD STATES, PLEASE READ THE POLICY AND COMPLETE THE CRIMINAL BACKGROUND HISTORY STATEMENT.

- Alabama:** \$25.00 fee
Call 334-353-7800 and have them fax you a release form (ABI-46)
Make payment by: Certified Check, Money order, or Business Check
(no personal checks)
Payable to: Alabama Bureau of Investigation
You must sign the release form and have a representative from the
requesting agency (i.e. Regent University) sign as well in order
to have the background check sent to Regent.
- Alaska:** Are fingerprint based, must get a new one from VA police (Princess
Anne Building 11)
\$35.00 Cashier's check to STATE OF ALASKA
Write letter stating: Name
Date of Birth
Social Security #
Reason for Request
Where you want it sent
Current Mailing address
- Send letter, fingerprints, and cashier's check to:
Department of Public Safety
Records and Identification
5700 E. Tudor Road
Anchorage, AK 99507
(907) 269-5767
- Will take a couple of weeks to get back
- Arizona:** Individuals who require a criminal check background for employment,
licensing or volunteer work must go through the applicant fingerprint
process. This is usually done through the individual/company/agency who
is seeking their employment. This process requires fingerprint submission
and the signing of a user agreement with the employer and the Department
of Public Safety. For further information, contact the Applicant Team who
is responsible for this process at 602-223-2223.
- Arkansas:** Arkansas statues prohibit the Arkansas State Police from releasing a criminal
background check without the written permission of the person who's record
is being searched. Requests for background check and waivers of the
information can be obtained by writing to the following address:

Arkansas State Police Identification Bureau
1 State Police Plaza Drive
Little Rock, AR 72209

California: Closed record state – see form for this

Colorado: Go to www.cbirecordscheck.com
Click on Individual User – Conduct at Individual...
Read requirements, click agree, click continue
Fill out information form
Fill out Billing form – will cost \$5.50 on credit card
Confirm
There will be opportunity to print off a hard copy right away
A report will be sent to the email address requested, which can be
forwarded to Regent by the requestor
Questions? Call the Colorado Bureau of Investigation (303) 239-4300
and press 1 when prompted

Connecticut: <http://www.state.ct.us/dps/spbi.htm>
Print out a copy and fill in the requested information on the DPS-846-C
Form "State Police Bureau of Identification Request". Mail the form along
with a check for \$25.00 (A \$25.00 fee is required for each subject
requested).

All requests for criminal history should be mailed to:

State Police Bureau of Identification
PO Box 2794
Middletown, CT 06457-9294

Delaware: Must get fingerprinted at Police Station and mail fingerprint card and a
letter (explain why you need the check and state that you give your
permission for the check to be done) to the following address:

Delaware State Police
State Bureau of Identification
P.O. Box 430
Dover, DE 19903

Call with questions: (302) 739-2528

District of Columbia: Persons living outside of the District or who are otherwise
unable to come to the office in-person may do the
following:

1. Write a letter requesting your police clearance to:

Metropolitan Police Headquarters
Mail Correspondence
300 Indiana Avenue NW, Room 3055
Washington, DC 20001

The letter should include the following information:

- Full Name
 - Date of Birth (month, date, year)
 - Social Security Number
 - Place of Birth
 - Race
 - Exact Street Address
2. Letter must be notarized (Notary Public)
 3. Letter must include a \$7 money order (personal checks *are not* accepted) payable to: DC Treasurer
 4. Include a self-addressed, stamped envelope
 5. Businesses requesting clearances on individuals for employment must have a signed/notarized authorization form from the person to whom the record relates

Please allow three weeks.

Florida: Search can be requested online at www2.fdle.state.fl.us
Information and/or forms can be downloaded at
www.fdle.state.fl.us/CriminalHistory

Georgia: Fingerprints must be taken by authorized government agency. Include a cover letter with subject information and reason for search. Check payable to Georgia Bureau of Investigation. Additional information can be found at www.ganet.org/gbi/crimhist.html

Mail to: Attn: Background Checks
Chamblee Police Department
3518 Broad Street
Chamblee, GA 30341

Phone: (404) 244-2890

Hawaii: Search can be conducted by mail. Write a letter with as much information as possible. Cashiers check or US postal money order payable to Director of Finance, State of Hawaii.

Mail to: Hawaii Criminal Justice Data Center
465 S. King Street, Room 101

Honolulu, HI 96813

Phone: (808) 587-3100

For more information: www.state.hi.us/hcjdc/crimhistory.htm

Idaho: www.isp.state.id.us/identification/crime_history/index.html

To request this check submit a complete set of inked and rolled fingerprints on an applicant fingerprint card. A BCI Non-Criminal Justice Criminal History Records Fingerprint Check Request should also accompany the card. (You can obtain a Fingerprint Card at http://www.isp.state.id.us/identification/crime_history/fingerprint.html)

The requester must include the following items on the fingerprint card pursuant to the subject of the check: name (print), alias names (including maiden and previous married names), current address, citizenship, descriptive data, date of birth, place of birth, and reason for being fingerprinted. The subject must also sign and date the card. The date must be within 180 days of the fingerprint check submission.

A check made payable to Idaho State Police must accompany the fingerprint card. **The fee is \$10 for each fingerprint check.** A \$20 processing fee will be charged for any returned check.

The request may be hand delivered or mailed to the bureau. Please keep in mind the bureau does not telephone or fax results. Allow ample time for processing, as requests are processed on a first come basis.

Mailing address: Idaho State Police
Bureau of Criminal Identification
P.O. Box 700
Meridian, IA 83680-0700

Phone: (208) 884-7130

Illinois: Must include a fingerprint form and payment of \$14.00. Get forms and information at www.isp.state.il.us/crime/uciahome.htm.

Indiana: Search can be done online at www.in.gov/isp/lch/nonsubsearch.html
Additional information and/or forms can be found at www.state.in.us/isp/lch.

Iowa: <http://www.state.ia.us/government/dps/dci/crimhist.htm>

Kansas: http://www.accesskansas.org/kbi/info_rci.htm

Kentucky: The Kentucky State Police Records Branch, Name Search Section, conducts background checks for employment, licensing, and other similar purposes, as authorized by the Kentucky Revised Statutes.

To obtain information on how to conduct a background check, and to receive Background Check Release Authorization Forms, please contact the Kentucky State Police Name Search Section at 502-227-8700. Business hours are M-F 8-4:30 EST.

There is a \$10.00 fee charged for each background check, and they must be submitted in person, or by mail. No electronic transmissions or faxes are accepted for this service.

Louisiana: Can't get a state check – must get from each parrish you have lived in

Maine: Search can be done online at <http://www.informe.org/PCR/>

For more information:
Department of Public Safety
Bureau of State Police
State Bureau of Identification
SHS # 42
Augusta, ME 04333
(207) 624-7009

Maryland: Get fingerprints from VA Police – Princess Anne Building 11
Submit fingerprint card, \$18.00 money order/cashiers check, and a brief letter stating that they are requesting a Background Check for personal use with their address to which it should be mailed back.
Mail to: Maryland CJIS Central Repository
P.O. Box 32708
Pikesville, MD 21208

Massachusetts: http://www.state.ma.us/chsb/pdfs/cori/cori_request_personal.pdf
Download form from above website, sign in front of a notary, send form along with \$25.00 processing fee and a self-addressed, stamped envelope to the address indicated on the form.

Michigan: Go to <http://www.michigan.gov/> and click on “Internet Criminal History Access Tool” (under Online Services). You will need to register and then follow the instructions to obtain your record. There is a \$10.00 fee that will be charged to your credit card.

Minnesota: You must include a signed, written request for the criminal background check, including your full name, any other names you have used (i.e.,

maiden names, etc.) and your date of birth. Include with the request a check for \$8.00 and a self-addressed, stamped envelope.

Payment for criminal records searches is accepted through cash, personal checks, money orders, certified checks or business checks. Checks must be made out to the BCA.

The mailing address is:

Minnesota Bureau of Criminal Apprehension
Criminal Justice Information Section
ATTN: Record Checks
1246 University Avenue
St. Paul, MN 55104-4197

Mississippi: Closed record state – see form for this procedure

Missouri: Get form at <http://www.mshp.state.mo.us/> . Scroll down and click on “Criminal Record Check Request” on the left hand side of the page. Complete form and mail to address indicated on website. Include \$5.00 fee as indicated on form.

Montana: A request for a background check must be made in writing and it should include:

- the name of the person being checked and, if possible, any aliases or maiden names
- the person's date of birth
- his or her Social Security number

The requester should include a return address and self-addressed stamped envelope. The processing fee is \$8 for each individual checked.

The requester should ask for either a name check or a fingerprint check. The fingerprint check provides more comprehensive information and accuracy and it includes access to criminal history information in Idaho, Alaska, Nevada, Wyoming, Utah and Oregon.

For a fingerprint check, the requester must include an applicant fingerprint card. Blank cards are available from local law enforcement offices or from the Criminal Records and Identification Services office of the Information Technology Services Division in Helena.

Complete requests, including fees and self-addressed stamped envelopes, should be mailed to: Criminal Records and Identification Services, 303 N. Roberts, P.O. Box 201403, Helena, MT 59620-1403.

For more information, go to
<http://www.doj.state.mt.us/enforcement/backgroundchecks.asp>.

Nebraska:

The public may request a conviction-only Record of Arrest and Prosecution (RAP) sheet for individuals. There is a \$10 processing fee (cashiers check, personal check, money order or cash) charged to the customer making the request for each individual. You can either appear in person or mail your request to the following:

Nebraska State Patrol
Criminal Identification Division
1600 NE Hwy. #2
Lincoln, NE 68502
Phone: (402) 471-4545

The request must include the following information about the individual:

Last Name -
First Name -
Middle Initial -
Date of Birth -
Social Security Number -
Alias -
(list other names used by the subject that are different than the name entered. Maiden names and all previous married names of females should be entered if known.)

Please **include the return address** where you would like the response to be mailed.

For more information, go to
<http://www.nsp.state.ne.us/findfile.asp?id2=174>.

Nevada:

To obtain a copy of your Nevada Repository criminal history record:


- Complete ID Request Form NHP-006.
- A fingerprint card with the subject's rolled impressions (completed at a law enforcement or private agency) must be taken and submitted with each request.
- A money order or certified check for \$21.00 made payable to the Nevada Highway Patrol must accompany each request.
- Mail the completed forms and fee to the following address:

Department of Public Safety
Nevada Highway Patrol
Records and Identification Bureau
808 West Nye Lane
Carson City, NV 89703

You can get ID Request Form NHP-006 at
<http://nvrepository.state.nv.us/FingerprintDocs/FormNHP-006IDRequest.pdf>.

For more information, go to <http://nvrepository.state.nv.us/>.

New Hampshire: To obtain criminal record information.

1. Apply in person (with picture I.D.); OR
2. Mail in application notarized by either a Notary Public or Justice of the Peace; OR
3. A release to a third party requires a similar notarization and a third party signature.
4. There is a ten dollar fee.
5. [Download Form](http://webster.state.nh.us/safety/nhsp/crcrrform.pdf) 
(<http://webster.state.nh.us/safety/nhsp/crcrrform.pdf>)

New Jersey: Are fingerprint based, must get new one from VA Police, Princess Anne Building 11

\$25.00 Cashier's Check to New Jersey State Police

Write Letter stating: Name
Date of Birth
Social Security Number
Reason for Request
Where you want it sent

Send letter, fingerprints, cashier's check to:
ATTN: CIU
New Jersey State Police
PO Box 7068
Trenton, NJ 08628

Will take a couple of weeks to get back

New Mexico: To obtain arrest record information, a Department of Public Safety (DPS) '[Authorization for Release of Information](http://www.dps.nm.org/faq/auth_release_info.pdf)' form (http://www.dps.nm.org/faq/auth_release_info.pdf) must be completely filled out (legibly) and submitted to this agency for processing. The form must be notarized and the fee is \$7.00 per record check, which should be a money order or cashiers check made payable to the Department of Public Safety. The DPS must receive the authorization form with the "original" signature. Mail to the address indicated at the top of the form. With the required release and proper payment, all adult arrest records are released.

The turn around time is 7-15 working days from the date of receipt (depending on the current volumes and workload) and should only be requested by mail. Attached is the required release form, which may be duplicated.

If you have any further questions regarding this matter, call (505) 827-9181.

New York: All are fingerprint based, must use their fingerprint card and their Forms

\$25.00 Cashier's check

Call NY State Troopers at (518) 457-6050

They will send forms out – take 3-5 business days for them to do it after they receive completed forms back.

North Carolina: www.123nc.com

North Dakota: <http://www.ag.state.nd.us/BCI/CHR/NCJRform.pdf>
Fill out form at link above, include fee indicated on form, and mail to address indicated on the form.

Ohio: Call Ohio Bureau of Criminal Identification and Investigation at 740-845-2000. Ask them to send a fingerprint card. You will then send that back in with a \$15.00 money order.

Oklahoma: Record checks are also accepted through regular and priority mail or overnight express service on criminal history information request forms (http://www.osbi.state.ok.us/crimnal_hist_info_req%204-26-02.pdf) or by letter. All requests must be typed or legibly printed in ink. Our address is 6600 North Harvey, Building 6, Suite 140, zip code 73116.

It is mandatory for the requestor to provide the full name and date of birth of the person to be searched. All known aliases, which include maiden and previous married names, and the purpose of the request should also be provided. The person's race, sex and social security number are optional but providing them will result in a more thorough search. A signed release is **NOT** required.

We must charge a \$15.00 processing fee for each person searched; the fee is set by state statute and cannot be waived or reduced. Acceptable methods of payment include cash with in-person requests only, money orders, Visa, Mastercard, Discover, cashier's checks, certified checks, government checks or warrants, and business checks imprinted with the

company name and address and made payable to the OSBI. Personal checks are **NOT** accepted.

Regular mail requests are processed and returned in one to five working days from the date they are received. We try to provide same-day or next-day service for priority mail or overnight express requests submitted with prepaid returns.

Oregon: To obtain a copy of your own Oregon criminal history report or a clearance letter indicating that you have no Oregon criminal history, you will need to complete the following steps.

1. Obtain a copy of your fingerprints. (Please contact local police agency or fingerprinting service for information – Princess Anne Building 11)
2. Submit a \$12.00 check or money order payable to Oregon State Police, along with the completed "Own Record Request Form". Notarized requests are an additional \$5.00.
3. Mail the above documents to the following address:

Oregon State Police
Identification Services Section
Unit 11
P.O. Box 4395
Portland, OR 97208-4395

4. The results, along with the fingerprint cards submitted will be returned to you.
Please allow 5-10 business days to receive your response. **Due to the confidentiality of criminal history record information, results will be mailed only to the requestor.**

For questions or further information, please contact us at (503) 378-3070.

Click here for the [COPY OF OWN RECORD REQUEST](http://www.osp.state.or.us/html/own_record_request_form.html) form (http://www.osp.state.or.us/html/own_record_request_form.html).

Pennsylvania: Submit one copy of Criminal History Request Form (<http://www.psp.state.pa.us/psp/lib/psp/sp4-164.pdf>), signed, with a **money order or certified check** for the amount of \$10.00 payable to Commonwealth of Pennsylvania. After completion mail to:

Pennsylvania State Police Central Repository - 164

1800 Elmerton Ave.
Harrisburg, PA 17110-9758

Rhode Island: Photocopy of photo ID (driver's license), release form that you have signed and notarized saying you are requesting a BCI check from the Department of the Attorney General, Self-Addressed Stamped Envelope, and \$5.00 personal check (made out to BCI) or money order. Mail to:
BCI
150 South Main Street
Providence, RI 02903

South Carolina: Either send a \$25.00 money order and a letter requesting the check including your first and last name, date of birth, and social security number. Mail this to:
South Carolina Law Enforcement Division
Records Department
PO Box 21398
Columbia, SC 29221

OR

Go online at www.sled.state.sc.us (You must have a printer and it takes Mastercard or Visa)

South Dakota: Contact the Division of Criminal Investigation at (605) 773-3331 and ask for the Identification Section. A supply kit, along with an explanatory letter, will be mailed to you at no cost. State law (SDCL 23-5-12) requires that an authorization of release waiver be signed by the applicant and that the background search be based on fingerprint identification.

Currently, the Division requires five business days plus mail time in order to process the background search and return the results.

There is a \$15 fee when the applicant card and signed waiver is returned to the Division for processing per SDCL 23-5-13. Checks or money orders should be made payable to the Division of Criminal Investigation.

Tennessee: Closed record state – can't get a state background check but can get a check from each county that you have lived in. Go to www.tbi.state.tn.us and see the Criminal Justice Directory for contact information for each county.

Texas: You may search for information through this Web site using alphanumeric identifiers. Additionally, the Sex Offender Registration includes a search by Zip Code that includes all registered sex offenders in the Zip Code

searched. To search on-line, you must first purchase login credits using your credit card or personal check. See [Buy credits \(http://records.txdps.state.tx.us/AccountLogin.cfm?LOC=%2Fcredits%5Fpurchase%2Ecfm\)](http://records.txdps.state.tx.us/AccountLogin.cfm?LOC=%2Fcredits%5Fpurchase%2Ecfm). A fee of \$3.15 will be charged for each inquiry, and an additional 57-cent transaction fee will be charged each time you purchase credits.

Written, paper requests can be mailed to the Crime Records Service at DPS headquarters in Austin. Mailed requests should be directed to the postal address, P.O. Box 15999, Austin, TX 78761-5999. A fee of \$10 must be submitted for each person about whom information is sought.

All paper inquiries mailed to DPS must include the date of the request and the name and address of the person to whom the responses should be sent. Paper inquiries also must include at least the name and gender of the person about whom information is sought and must indicate whether the requester is seeking criminal history or sex offender registration information or both.

Requesters will be notified when their paper inquiries result in more than 15 possible matches. DPS will request that more identifiers be provided to reduce the number of possible matches. DPS will not assess fees for two reinquiries based on original requests provided that each reinquiry includes DPS' response authorizing the reinquiry. If a search yields fewer than 15 possible matches, requesters will be provided information from all applicable records.

Anyone may review his or her own, complete DPS criminal history files, including arrest data and other information not available through this Web site. For a copy of your own criminal history, you can send the following to the DPS Crime Records Service:

1. A written request including: your first, middle and last names; any other names you may have used in the past; your gender, race and date of birth; your Social Security number, and your return address.
2. A legible sets of fingerprints submitted on DPS approved forms. Such forms are available at all Texas police and sheriff's departments, which usually provide fingerprinting services as well.
3. A check or money order for \$15. You may pay with cash if you visit DPS' Austin headquarters in person.

You can mail your request to DPS Crime Records Service, P.O. Box 15999, Austin, TX 78761-5999, or deliver it in person to 5805 N. Lamar, Building G, Austin, TX 78752. Any criminal history information about you found in the DPS database will be returned to you with your

fingerprint card. If no criminal record is found, a notation to that effect will be marked on your returned fingerprint card.

If after reviewing your DPS criminal history record you believe it contains an error, please contact DPS Crime Records at the above address or call at (512) 424-2079.

Utah: Download and fill out the [Right of Access Application](http://bci.utah.gov/Records/roa.pdf) (<http://bci.utah.gov/Records/roa.pdf>) (Criminal Background Check). Follow the instructions on the form, and mail the completed application and fee to our office.

For more information, please call BCI at 801-965-4445.

Vermont: This state does not allow you to obtain your criminal record for the purposes we need it. You will need to fill out the form for states not allowing criminal background checks. See the Field Placement Coordinator for this form.

Virginia: www.vsp.state.va.us/forms.htm, then you need form SP-167

Request requires notarized signature of individual, as well as notarized signature of representative of requesting organization, and must be made on form which is in duplicate.

\$15.00 either credit card or cashier's check/money order

Washington: To obtain a criminal background check online, using a credit card, go to <https://watch.wsp.wa.gov/>.

To mail in a request, complete the form found at <https://watch.wsp.wa.gov/help/PUBFORM.pdf>, enclose a \$10.00 money order or cashier's check and mail to address on the form.

West Virginia: Call 304-746-2170 and have the appropriate forms mailed to you. You will need to return the forms, fingerprint card and a \$20.00 check or money order to address they indicate.

Wisconsin: Go to <http://wi-recordcheck.org/index.html> and click the link at the bottom right-hand side of the page that will take you to the criminal history request page. You can either do an online check by credit card, or you can submit the request via mail or fax.

Wyoming: Contact the Wyoming Division of Criminal Investigation at 307-777-7181. They will mail you their fingerprint card, which you can take the police department here in Princess Anne Building 11. You will need to

sign the back of the card and have it notarized, then return the card and a \$15.00 fee to the address indicated.