

Obtaining Your Criminal Record

You need the following information for your petition for dismissal:

- Court where you were convicted
- Name you were convicted under
- Case number
- Section number and code violated (e.g. Section 241 of the Penal Code)
- Conviction date
- Whether you were placed on probation, date placed on probation & for how long.
- If you received probation, whether you picked up any other offense during the period of probation, whether or not you formally violated probation.

Where to get this information:

1. **Your court file** from the county where you were convicted (if you know what County you were convicted in). Go to the clerk's office of the court(s) in the county where you were convicted and request your criminal docket or your "criminal background check."
OR
2. **Your Department of Justice "Rap Sheet"** (if you don't know where you were convicted or have multiple convictions across the state it is best to get your rap sheet). Here is a chart with instructions on how to get your Rap Sheet:

INSTRUCTIONS IF ELIGIBLE FOR FEE WAIVER	INSTRUCTIONS IF NO FEE WAIVER
<p><u>Step 1:</u> If you are low-income, you may be eligible to get the \$25 Rap Sheet fee waived. You must still pay the fingerprint fee. Fill out the "Application and Declaration of Fee for Obtaining Criminal History Record Waiver," attach proof of your inability to pay (e.g. a copy of a document showing you are receiving income based government assistance), and prepare a brief letter to California Department of Justice (DOJ), Record Review Unit, P.O. Box 903417, Sacramento, CA 94203-4170 stating you are requesting a copy of your Rap Sheet because you want to expunge your convictions. Fax this request to fax: 1-916-227-1964.</p>	<p><u>Step 1:</u> Fill out the "Request for Live Scan Service" and make two copies. The original is for the Dept. of Justice (DOJ). The copies are for you and the Live Scan agency. The DOJ charges \$25 for a copy of a your Rap Sheet. You must also pay approximately \$20 for a fingerprint fee.</p>
<p><u>Step 2:</u> If your fee waiver is approved, the DOJ will send you a preprinted "Request for Live Scan Service" about 2 weeks later. Fill out the remainder of the "Request for Live Scan Service" and make 2 copies. The original is for the DOJ; the copies are for you and the Live Scan agency. <i>If you do not receive the anything after 2 weeks, call the DOJ at (916) 227-3385 to see if your documents are being processed.</i></p>	<p><u>Step 2:</u> Present your "Request for Live Scan Service" and copies AND a valid California driver's license, ID or passport to a local Live Scan site (see Live Scan Locations and Fees form to find a location near you).</p>
<p><u>Step 3:</u> Take the preprinted "Request for Live Scan Service" forms and copies AND a valid CA driver license, ID or passport to a local Live Scan site.</p>	<p><u>Step 3:</u> The live scan site will process your "Request for Live Scan Service," fingerprint fees and scan your fingerprints.</p>
<p><u>Step 4:</u> The live scan site will process your "Request for Live Scan Service," fingerprint fees and scan your fingerprints.</p>	<p>You should receive your Rap Sheet in 8 to 10 weeks.</p>
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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
Date of Birth Sex Male Female
Height Weight Eye Color Hair Color
Place of Birth (State or Country) Social Security Number
Street Address or P.O. Box

First Name Middle Initial Suffix
First Suffix
Driver's License Number
Misc. Number (Other Identification Number)
Telephone Number
City State ZIP Code

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 Embassy Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator	Date		
Transmitting Agency	LSID	ATI Number	Amount Collected/Billed

Fax

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

Bureau of Criminal Identification and Information
Attention: Record Review Unit
P.O. Box 903417
Sacramento, CA 94201-4170

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,

Edmund G. Brown Jr.
Attorney General

State of California
DEPARTMENT OF JUSTICE



BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION
P.O. BOX 903417
SACRAMENTO, CA 94203-4170

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 foregoing 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

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
