

Mail the items listed above to the following address:

FBI CJIS Division - Record Request  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

**Please Note:** *If any of the above items are missing or incomplete, the request will be returned unprocessed. Allow approximately 8 to 10 weeks for processing, upon receipt to the FBI.*

#### What You Will Receive From the FBI

- If you have no record on file, the original fingerprint card will be stamped "No Record" and returned to you.
- If you have a criminal record on file, your FBI criminal history record will be forwarded to you.

#### How to Challenge Your FBI Record

The FBI's Criminal Justice Information Services Division is not the source of the data appearing on Identification Records and obtains all data thereon from fingerprint submissions or related identification forms submitted to the FBI by local, state and federal agencies. The responsibility for authentication and correction of such data rests upon the contributing agencies. Therefore, the rules set forth for changing; correcting or updating such data requires that the subject of an Identification Record make application to the original contributing agency

An individual may challenge the information contained in the FBI Identification Record by contacting the original agency that submitted the information to the FBI or the state central repository in the state in which the arrest occurred. These agencies will be able to furnish the guidelines for correction of the record. The FBI is not authorized to modify the record without written notification from the appropriate criminal justice agency.

To obtain additional information regarding the FBI's processing procedures, please contact the FBI at (304) 625-5590 or visit their website at <http://www.fbi.gov/hq/cjisd/fprequest.htm>

#### Questions regarding this information or program may be addressed to:

Illinois State Police  
Division of Administration  
Bureau of Identification  
260 North Chicago Street  
Joliet, Illinois 60432

Phone: (815) 740-5160

Fax: (815) 740-4401

E-mail:

[boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us)



Printed by the Authority of the State of Illinois  
ISP Central Printing Section  
Printed on Recycled Paper  
ISP 2-577 (8/10) M  
[www.illinois.gov](http://www.illinois.gov) [www.isp.state.il.us](http://www.isp.state.il.us)



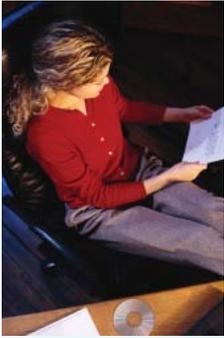
State of Illinois  
Illinois State Police

# Viewing and Challenging Your Criminal History Record



Illinois State Police

## Access and Review for Illinois



The Access and Review process was established to allow individuals to review their Illinois criminal history record and provides a means to challenge the accuracy of any information contained on the record. The following procedures describe how an individual can obtain a copy of their Illinois record as well

as a copy of their Federal Bureau of Investigation (FBI) criminal history record. All of the information contained herein can also be found on the Illinois State Police Internet Home Page ([www.isp.state.il.us](http://www.isp.state.il.us)).

The procedure for conducting an Access and Review inquiry to review Illinois criminal records is as follows:

- Any individual may request any law enforcement agency or correctional facility to initiate a fingerprint based inquiry to the Illinois State Police for the purpose of allowing the individual to access their state criminal history record transcript. This process can not be used to obtain a criminal history record transcript for licensing or employment purposes. Title 20 Part 1210 of the Illinois Administrative Code requires law enforcement agencies and correctional facilities within Illinois to facilitate Access and Review inquiries upon request. Such requests must be made during the agency's regular business hours.
- In response to a request, the law enforcement agency or correctional facility is required to obtain fingerprints from the individual along with other identification information, and submit it within 30 days to the Illinois State Police on an Access and Review Fingerprint Card provided by the Illinois State Police.
- Within 60 days after receiving the Access and Review form, the Illinois State Police is required

to provide the law enforcement agency or correctional facility with a copy of the individual's complete Illinois criminal history transcript or, if no criminal history record is found, a written statement so stating. If a criminal history transcript is disseminated to the law enforcement agency or correctional facility, it will contain all conviction as well as non-conviction information reported to the Illinois State Police regarding the individual.

- Once the Access and Review fingerprint form is processed, the Illinois State Police will forward a copy of the individual's criminal history transcript to the law enforcement agency or correctional facility. The criminal history transcript will be accompanied by a Record Challenge form which the individual can complete and return to the Illinois State Police to request corrections or modifications be made to the criminal history record.
- The law enforcement agency or correctional facility is required to contact the individual and allow the individual to view their criminal history transcript at the facility only. Individuals exercising their right to Access and Review their criminal history record are not permitted to leave the law enforcement agency or correctional facility with their criminal history transcript unless it has been redacted to exclude all identifiers and references to the individual. This will prevent the use of the transcript for employment or licensing purposes.
- After receiving the Record Challenge form, the Illinois State Police will provide a written response informing the individual of any action taken to correct the individual's criminal history record. If it is determined that no corrections are to be made, a statement to that fact will be provided to the individual.

The Illinois State Police does not charge a fee for processing Access and Review or Record Challenge submissions. However, police agencies and correctional facilities are permitted to charge a nominal fee to cover their costs for facilitating Access and Review requests.

## Requesting your FBI Record

- To receive a copy of your FBI criminal history record, the request must be made directly to the FBI. To do this, complete and forward a letter to the FBI requesting a copy of your FBI criminal history record. If the request is for a couple, or family, etc., all persons must sign the request letter and provide a legible set of fingerprints. Include your complete mailing address. If you have a deadline (e.g., an immigration deadline), please include the deadline in your request letter and on the outside of the envelope. The request letter must be accompanied by a legible set of fingerprints.
- Obtain proof of identity, which consists of a set of your fingerprints on an original card with your name, date of birth and place of birth. Fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes. Copies are not accepted.
- Include rolled impressions of all ten fingerprints and impressions of all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions.)
- If possible, have your fingerprints taken by a police agency or commercial live scan fingerprinting vendor. Previously processed fingerprint cards will not be accepted.
- Include \$18 U.S. dollars in the form of a money order or certified check made payable to the Treasury of the United States, or you may pay by credit card. Be sure to sign where required. No personal checks or cash are accepted. Payment must be the exact amount. If for a couple, family, etc., include \$18 for each person. If paying by credit card you must include the completed credit card payment form. Credit cards will not be used for expedited mail services.