

## **COPY OF YOUR OWN OREGON RECORD**

(Revised 03/02/05)

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.) Fingerprints may also be obtained at our office during these designated days/times:  
  
Monday-Friday from 8:00 a.m. to 4:30 p.m. (The cost for this service is \$20.00 per card.)
2. Submit a \$33.00 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**

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.

1. Click here for the [COPY OF OWN RECORD REQUEST form.](#)