



Chicago Police Department
 City of Chicago
 3510 S. Michigan
 Chicago, IL 60653



Rahm Emanuel
 Mayor

Garry F. McCarthy
 Police Superintendent

“INFORMATIONAL GUIDE”
Criminal History Access and Review

TODAY’S DATE: _____

“J” Number: _____

(For Chicago Police Department Use Only)

The Expungement Process

The EXPUNGEMENT of a Criminal History Record is a process that is completed in several steps. Please read this over carefully.

The FIRST STEP is to obtain a copy of your Chicago Police Department Criminal History Sheet (“Rap Sheet”).

- **ADULTS ARRESTS (17 YEARS & ABOVE)** follow STEP 1.
- **JUVENILES ARRESTS (16 YEARS & UNDER)** contact the YOUTH DIVISION AT 312-745-6004.

The SECOND STEP is to contact the Cook County Clerk of Court’s office regarding their guidelines and procedures for filing your PETITION TO EXPUNGE (see back page).

STEP 1

LOCATION:.....Report in person to the City of Chicago building at 3510 S. Michigan / Access and Review.

DAY and TIME:.....Monday through Friday / 8:00am - 12:00pm for Fingerprinting
 (CLOSED Saturday, Sunday, and Holidays) (HOURS ARE STRICTLY ENFORCED)

IDENTIFICATION:.....Bring a valid STATE DRIVER’S LICENSE and/or a valid STATE IDENTIFICATION CARD.

PROCESSING FEE:.....Bring \$16.00 /cash, check or money order made payable to the Department of Revenue (NO CREDIT CARDS).

FORMS:.....Bring a pencil or pen. You will be given a ‘REQUEST FOR ACCESS AND REVIEW’ form to complete. Once this form is completed you may take this form to cashier window #3 or #4 to pay your processing fee. The pink copy of the form will be returned to you as a receipt of payment. Keep this pink copy with you at all times.

FINGERPRINTING:.....After paying your processing fee take a seat in the waiting area. Your name will be called and you will be fingerprinted to further ensure proper identification.

RECORD PICKUP:.....Five Business Days - 8AM-3PM / Window #1. If you do not pick up your Criminal History Sheet within 1 month from the date you were fingerprinted, you will be required to go through the process again. Only the person who is the subject of the CRIMINAL HISTORY will be allowed to pick up the record – no friends or relatives. **You must have your pink receipt to pick up your record.**

OVER

IMPORTANT NOTICE

The Chicago Police Department automatically sends your FINGERPRINTS to the Illinois State Police-Bureau of Identification to obtain a copy of your "STATE RAP SHEET".

- The "STATE RAP SHEET" will be available to VIEW ONLY (by law copies cannot be provided).
- This review is VOLUNTARY and there is no additional fee.
- You will have 1 (one) month from the date listed on the front of this paper to contact Criminal History Access and Review at 312-745-1176 to schedule an appointment to view your "State Rap Sheet."

STEP 2

CLERK OF THE CIRCUIT COURT of COOK COUNTY

Contact this office to obtain information regarding Guidelines, Services, Resources, and Forms for EXPUNGEMENT, SEALING, and IDENTITY THEFT.

Clerk of the Circuit Court of Cook County

Richard J. Daley Center – Room 1006

50 West Washington Street

Chicago, Illinois 60602

Monday thru Friday / 8:30pm – 4:30pm

Telephone: (312) 603-5030 / Internet Website: www.cookcountyclerkofcourt.org

Additional Agencies to Contact:

Illinois Appellate Defender

Telephone: (866) 787-1776

Internet Website: www.state.il.us/defender/exp.html

Illinois State Police

Telephone: (815) 740-5160

Internet Website: www.isp.state.il.us.org

FOR CERTIFIED COPIES OF COURT DISPOSITIONS

Contact the Clerk of the Circuit Court of Cook County at:

(MISDEMEANORS) 312-603-4641 OR **(FELONIES)** 773-869-3140

FINGERPRINTING FOR "IDENTITY THEFT" ONLY

Citizens who are requesting to be fingerprinted for "Identity Theft" purposes need to complete STEP 1 on the front of this paper.

Additional Agencies to Contact:

COOK COUNTY STATE'S ATTORNEY OFFICE

Telephone: (877) 438-4338

Internet: www.statesattorney.org

ILLINOIS ATTORNEY GENERAL'S OFFICE

Telephone: (866) 999-5630

Internet: www.illinoisattorneygeneral.gov

CHICAGO POLICE DEPARTMENT - RECORDS SERVICES DIVISION

CRIMINAL HISTORY ACCESS AND REVIEW

3510 S. Michigan

Chicago, Illinois 60653

(312)745-5508

Monday through Friday 8:00am – 3:00pm

Effective September 2010