



Chicago Police Department  
City of Chicago  
3510 South Michigan Ave  
Chicago, IL 60653



Procedural Guide For INDIVIDUALS Residing OUTSIDE THE CITY OF CHICAGO

**This request will only be mailed to the residence of the Individual who the Rap Sheet belongs to**

**This process should not be used by private attorneys or companies attempting to gather criminal history information or conduct a background check. This process should not be used by government agencies attempting to gather criminal history information for immigration purposes.**

Citizens requesting a copy of their Adult (17 YEARS AND ABOVE) "RAP SHEET" and living outside the City of Chicago or living outside the State of Illinois who cannot report in person to Chicago Police Department Headquarters Building will be advised of the following:

1. Contact their local police agency or fingerprinting agencies in the city/town where they are residing and request to be fingerprinted (each city has their own policy and procedures for fingerprinting). They will be given a fingerprint card with their fingerprints on it. Advise them NOT TO BEND THE CARD OTHERWISE IT CANNOT BE PROCESSED.
2. They must enclose a copy of their current valid state driver's license or valid state identification card.
3. They will be informed that there is a processing fee of \$16.00 USC and is accepted in the form of a "Money Order" only made out to the "Department of Revenue." DO NOT SEND CASH
4. They must enclose a self-addressed stamped envelope with two postage stamps.
5. They must write a short letter as to what they are requesting. This letter must contain a working contact telephone number.
6. They must place the *fingerprint card, the fee, the photo identification copy, self addressed stamped envelope, and the letter in a large envelope and mail it to the following address:*
7. Please list any other names used.

Chicago Police Department  
Unit 166 Attn: Jerry Young  
3510 South Michigan Ave  
Chicago, Illinois 60653-1020  
TELEPHONE: 312-745-5644

**Emergency:** 9-1-1 • **Non-Emergency:** (Within City limits) 3-1-1 • **Non-Emergency:** (Outside City limits) 312-746-6000  
**TTY:** 312-746-9715 • **E-mail:** [police@cityofchicago.org](mailto:police@cityofchicago.org) • **Website:** [www.cityofchicago.org/police](http://www.cityofchicago.org/police)