



"INFORMATIONAL GUIDE"
CRIMINAL HISTORY AND ACCESS AND REVIEW
Phone: (312) 745-5508

(We fingerprint for Chicago Police Rap Sheets and Out of State Medical Licenses, State Bar Exams ONLY)

WE PROVIDE: ADULT ARRESTS ONLY (18 YEARS & ABOVE)
JUVENILE ARRESTS MUST GET FINGERPRINTED FIRST (17 YEARS & UNDER) AND CONTACT THE YOUTH DIVISION AT (312) 745 6004.

"J" NUMBER _____
(For Chicago Police Department Use Only)

STEP 1

LOCATION: REPORT IN PERSON TO THE CITY OF CHICAGO PUBLIC SAFETY HEADQUARTERS AT 3510 S. MICHIGAN AVE.

WHEN: TUESDAYS, WEDNESDAYS AND THURSDAYS ONLY
8:00 AM – 1:30 PM (FOR FINGERPRINTING ONLY)

REQUIRED IDENTIFICATION: STATE DRIVERS LICENSE OR STATE ID CARD.

PROCESSING FEE: \$16.00 FOR CHICAGO RAP SHEET

CASH, CHECK, CREDIT CARD OR MONEY ORDER.
(PAYABLE TO THE CITY OF CHICAGO - DEPT OF REVENUE)

RECORD RETURN: YOUR CITY OF CHICAGO RAPSHEET WILL BE MAILED TO THE ADDRESS YOU PROVIDED IN 7 TO 10 BUSINESS DAYS FROM THE DATE YOU WERE FINGERPRINTED.

- **YOU WILL BE PROVIDED AT THE TIME OF FINGERPRINTING AN ENVELOPE FOR YOU TO SELF ADDRESS.**

IF YOU NEED YOUR STATE OF ILLINOIS RAP SHEET IT, WILL BE ALSO BE MAILED TO THE ADDRESS THAT YOU PROVIDED. IF YOU HAVE ANY QUESTIONS CONCERNING YOUR ILLINOIS STATE SHEET, YOU MUST CONTACT THEM DIRECTLY AT 815-740-5160 AND PROVIDE THE "J" NUMBER THAT IS LISTED ABOVE.

STEP 2

AFTER OBTAINING YOUR RECORD, CONTACT THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY FOR RECORD EXPUNGEMENT GUIDELINES, SEALING, AND CERTIFIED COPIES OF COURT DISPOSITIONS.

IF YOU HAVE BEEN ARRESTED IN A DIFFERENT COUNTY, YOU MUST GO TO THAT COUNTY COURT HOUSE WHERE YOU WENT TO COURT.

Clerk of the Circuit Court of Cook County
Richard J. Daley Center – Room 1006
50 West Washington Street
Chicago, Illinois 60602
(312) 603-5030