PROCEDURES for
OUT OF STATE ACCESS and REVIEW
CRIMINAL HISTORY SHEET REQUESTS

A citizen requesting a copy of their Adult RAP SHEET and living outside of the State of Illinois who cannot report in person to Public Safety Headquarters will be advised of the following:

1. They must contact the local police agency 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. Advise them NOT TO BEND THE CARD OTHERWISE IT CANNOT BE PROCESSED.

2. They must enclose a copy of their current state driver’s license or other current photo identification card.

3. They must be made aware 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 City of Chicago. DO NOT SEND CASH

4. They must enclose a self-addressed stamped envelope. Two stamps.

5. They must write a short letter stating 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:

   Chicago Police Department
   Field Services Section - Unit 166
   Attn: O.S.A.R.
   3510 South Michigan Ave
   Chicago, Illinois 60653