

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