



ARIZONA DEPARTMENT OF PUBLIC SAFETY

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"Courteous Vigilance"

DOUGLAS A. DUCEY
Governor

FRANK L. MILSTEAD
Director

RECORD REVIEW PACKET INSTRUCTIONS

INSTRUCTIONS FOR THE SUBJECT OF RECORD TO OBTAIN A COPY OF THE INFORMATION IN HIS/HER STATE CRIMINAL RECORD

The Central State Repository of Arizona Department of Public Safety (DPS) maintains Arizona criminal history record information. The subject of a criminal record may review the information contained in his/her Arizona record for the **SOLE PURPOSE OF REVIEWING THE ACCURACY AND COMPLETENESS OF THE RECORD** (see Section 41-1750 of the Arizona Revised Statutes).

Individuals who wish to review their criminal history record:

- Must submit a full set of legible rolled fingerprints to ensure positive identification and that the subject of record receives the correct record.
- In addition to the subject's identifying information (NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, PHYSICAL DESCRIPTION, SIGNATURE, RESIDENCE), the fingerprint card must state "RECORD REVIEW" under reason fingerprinted.
- **Fingerprints must be taken by an official at a law enforcement agency. The badge/serial number of the official and the name of the agency must appear in the block provided.**
- Do not bend or fold the completed fingerprint card.
- Complete the Record Review Contact Information Sheet.
- If represented by an attorney, the attorney must submit a notarized letter of authorization from the subject in order to obtain the subject's criminal history record.
- Mail the completed fingerprint card, Record Review Contact Information Sheet and notarized authorization letter, if applicable, to :

**ARIZONA DEPARTMENT OF PUBLIC SAFETY
CRIMINAL HISTORY RECORDS UNIT
PO BOX 18450
PHOENIX, AZ 85005-8450**

Upon completion of the record review:

- A copy of any existing Arizona criminal record will be mailed in approximately 2 weeks to the address provided on the completed Record Review Contact Information Sheet.
- Criminal records will contain no personal identifying information (such as name, address, etc.)

If you have any questions concerning your submission, please contact the Criminal History Records Section at (602) 223-2229, 6 a.m. to 9 p.m.