

Why Should I Get a Copy of My Rap Sheet?

- Rap sheets may contain mistakes that can be corrected before any damage is done or inappropriate decisions are made based on the information it contains.
- You will have an accurate record of your conviction history to include on applications for employment or licensing.
- You will be better prepared to answer questions about your criminal history during job interviews.

State Rap Sheets

What Is a RAP Sheet?

- "RAP" stands for Record of Arrests and Prosecutions. A "rap sheet" is a record of an individual's criminal history i.e. any contact he or she may have had with the criminal justice system. If you have ever been arrested, even if the case was dismissed or you were found not guilty, you will still have a rap sheet.
- State rap sheets are maintained by the state's criminal record repository. A FBI rap sheet contains criminal history from each state, as well as the federal government. The Criminal Justice Information Services (CJIS) division of the FBI maintains FBI rap sheets.

How Can I Get a Copy of My State Rap Sheet?

There are two places you can find criminal records:

- Court records
- Police records

Court records are kept by your local circuit clerk. They have information about your criminal case's outcome.

You can find police records at the law enforcement agency that arrested you. You can find court records in the county where you were prosecuted.

Some records are available online. You must go to the courthouse to get records that are not available online. Once you are there, the police will take your fingerprints. They will then print out your RAP sheet for that police district and give it to you.

You must compare the police records to the court records because police records may not reflect the final outcome of cases heard in court.

For arrests in Chicago

If you were arrested by the Chicago Police Department (CPD), Report in person to the City of Chicago building at 3510 S. Michigan / Access and Review Dept /Monday through Friday / 8:00am - 12:00pm for Fingerprinting (CLOSED Saturday, Sunday, and Holidays) (HOURS ARE STRICTLY ENFORCED)

IDENTIFICATION: Bring a valid STATE DRIVER'S LICENSE and/or a valid STATE IDENTIFICATION CARD.

PROCESSING FEE: Bring \$16.00 /cash, check or money order made payable to the Department of Revenue (NO CREDIT CARDS).

FORMS: Bring a pencil or pen. You will be given a 'REQUEST FOR ACCESS AND REVIEW' form to complete. Once this form is completed you may take this form to cashier window #3 or #4 to pay your processing fee. The pink copy of the form will be returned to you as a receipt of payment. Keep this pink copy with you at all times.

FINGERPRINTING: After paying your processing fee take a seat in the waiting area. Your name will be called and you will be fingerprinted to further ensure proper identification.

RECORD PICKUP: Five Business Days - 8AM-3PM / Window #1. If you do not pick up your Criminal History Sheet within 1 month from the date you were fingerprinted, you will be required to go through the process again. Only the person who is the subject of the CRIMINAL HISTORY will be allowed to pick up the record – no friends or relatives. You must have your pink receipt to pick up your record.

Arrests outside of Chicago

If you were arrested by an agency other than the CPD, use the following information to get a copy of your RAP sheet:

Illinois State Police
Division of Administration
Bureau of Identification
260 North Chicago Street
Joliet, IL 60431
815-740-5160, extension 2743

Order forms online at the [Illinois State Police website](#).

\$12.00 fee for non-fingerprint [conviction](#) information

\$14.00 fee for fingerprint conviction information

FBI Rap Sheets: Frequently Asked Questions

What Is a FBI Rap Sheet?

- A FBI Identification Record is also known as a FBI rap sheet or criminal history record. The Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation (FBI) maintains FBI rap sheets.
- It contains the name of the agency submitting the fingerprints to the FBI, the date of arrest, the arrest charge, and the disposition of the arrest.
- All arrest data is obtained from fingerprint submissions, disposition reports and other reports submitted by criminal justice agencies from all 50 states, as well as federal criminal justice agencies.

Who Can Request a Copy of My FBI Rap Sheet?

- An individual may request a copy of his/her own record for personal review or to challenge information on the record. A copy may also be requested to satisfy international adoption requirements or to live or work in a foreign country.
- The FBI is permitted to share a person's FBI rap sheet with certain state and federal agencies for purposes of doing background checks for employment and licensing, as well as security clearances. If an arrest or conviction has been sealed, it should not be included on the FBI rap sheet. (See 42 U.S.C. § 14616.)
- If the subject of a FBI rap sheet wants the result to go to someone other than him/herself, a notarized third-party authorization form must be included with the request. (See United States Department of Justice Order 556-73.)

How Can I Request a Copy?

- Prepare a signed written request for a copy, including your complete mailing address.
- Get a set of fingerprints on standard fingerprint form, including all 10 rolled and four plain fingerprint impressions.
- Submit a money order or certified check payable to the "Treasury of the United States" in the amount of \$18.
- Mail all of the above to FBI CJIS Division – Record Request, 1000 Custer Hollow Rd., Clarksburg, WV 26306. It ordinarily takes three to four weeks to process your request.

What Information Is Contained in My Record?

- The name submitted on the original arrest fingerprints used to establish the record
- The subject's date of birth
- The name and location of the agency submitting the original arrest fingerprints
- The date of arrest
- The offenses charged at arrest
- Final disposition, including sentence date, type of sentence (e.g., consecutive, concurrent, probation), amended charges, and modification of charges (e.g., pled guilty to lesser charges) and if a single final disposition applies to all listed charges
- The agency that submitted the information

What Common Mistakes Appear on a Rap Sheet?

- Incomplete dispositions of cases; for example, a reported arrest without a final disposition;
- Double entry of an arrest which makes the criminal record look longer and more serious than it really is;
- Incorrect entries which can potentially make a less serious conviction more serious in nature; and
- Expunged or sealed case information which should have been removed from your state and FBI rap sheets.

How Do I Challenge My Record If There Are Mistakes on It?

- The FBI gets all of the information it includes from local, state and federal agencies. If there are mistakes on your FBI rap sheet, you need to contact the agency that supplied the information to the FBI.
- Contact the original agency that submitted the information to the FBI or the criminal history repository in the state where the criminal record occurred to find out how to change, correct or update information.
- The FBI will not modify the record without written notification from the appropriate criminal justice agency.

Miscellaneous Information

- It takes approximately three to four weeks to obtain an FBI rap sheet.

- There are no procedures to expedite a request. However, if you have a deadline, indicate this information in your request and an attempt will be made to meet your needs.
- The FBI will not send the results to a third-party, such as an employer, unless the subject of the record provides consent to do so.