

Notarize and mail this request along with \$8.00 and a **Self-Addressed Stamped Envelope** to this address:

**CJIS Criminal History Access Unit
Bureau of Criminal Apprehension
1430 Maryland Avenue East
St. Paul, MN 55106**

**REQUEST FOR COPY OF CRIMINAL RECORD FROM THE BUREAU OF
CRIMINAL APPREHENSION**

Note: if you are seeking expungement of a predatory offense (for example, criminal sexual conduct), please contact an attorney first

Please mail me copies of both my public and private BCA Criminal Records, both juvenile and adult, to the address listed below:

Name

Address

City, State and Zip

I understand that the BCA needs the following information to release my records:

Full Name: _____

Maiden Name, Former Married Name, Alias, etc:

Date of Birth: _____

Signature (You must sign in the presence of a Notary Public):

Today's Date: _____

I understand that even if I am on public assistance or reside in a shelter the BCA will still not waive the \$8.00 cost associated with sending me my criminal record. Enclosed as the payment of the \$8.00 fee is: (circle one of the following)

a personal check / a money order / cash (not recommended)

Notarization:

Sworn/affirmed before me this _____ day of _____, 20_____.

Notary Public \ Deputy Court Administrator

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