

## HOW TO REQUEST AN OSBI CRIMINAL HISTROY REPORT



To ensure you qualify for an expungement and to ensure we include all arrests in the request/petition for expungement, we ask that you please obtain and supply a copy of your OSBI Criminal History Report. This will also be beneficial in making sure we have the correct dates of arrest and identify all agencies that may have records of your arrest.

You can obtain a copy of your OSBI Criminal History Report for a total fee of \$16.00 by going [here](#). You need to register as a new user (if you have not previously used this service). From there, fill out the information about yourself (or the person who will be requesting an expungement). Please include your date of birth and social security number to better ensure that OSBI will match the record to the right person.

You will need to enter your payment information and be sure to only request the \$15 background (with the \$1.00 online fee). After you pay, the system will then search its system for a record matching the information you provided (this can take a little bit, so you can leave and log back in 30-minutes-to-an-hour later, and it will pull up the results). After you select the correct individual from the list of possible individuals provided by the search, you will have the ability to download a pdf of the report. Please email me a copy of the report and we will go everything.

