



How to Obtain Your Conviction Record

Needed to pursue a Certificate of Rehabilitation

Contact the public agencies with whom you interacted during and after arrest, such as:

1. The arresting agency.
2. The Clerk of the Court where you were prosecuted, if applicable.
3. Illinois State Police ("ISP"), Bureau of Identification, 260 North Chicago Street, Joliet, IL 60432, 815/740-5160.
4. FBI, U. S. Department of Justice, 1000 Custer Hollow Road, Clarksburg, WV 26306, 304/625-3878.

FBI requests must be *written* and state specifically that you are entitled to a copy of your arrest records under the Freedom of Information Act, 5 U.S.C. §551, *et seq.* You must include your name, address, date and place of birth, and fingerprints. Additional information is available at <http://foia.fbi.gov/>.

IN COOK COUNTY:

To obtain a copy of your Chicago Police Department "rap sheet," go to the City of Chicago office at 4770 S. Kedzie between the hours of 8:30 a.m. and 3:30 p.m., Monday through Friday. Pay \$16, have your prints taken, and a couple days later go back to pick up the rap sheet.

BEST PRACTICE FOR COMPLETENESS:

Contact as many agencies as possible to ensure the record is complete and accurate. The more times you have been arrested, the more work required to compile a complete record. A thorough background check is time-consuming but crucial. It allows cross-checking the public record for accuracy and reveals arrests that you may have forgotten.

For information or referrals, contact:

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