



# *Florence Police Department*

*Florence Justice Center*

900 Greenwood St

Florence OR 97439

Ph. (541) 997-3515 Fax (541) 997-4104

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## **COPY OF YOUR OWN OREGON RECORD**

To obtain a copy of your own Oregon criminal history report or a clearance letter indicating that you have no Oregon criminal history, you will need to complete the following steps.

1. Obtain a copy of your fingerprints. (Please contact local police agency or fingerprinting services for information.) Fingerprints may also be obtained at our office on Tuesdays from 10 am to 5 pm. (The cost for this service is \$5.00 per card.)
2. Submit a \$33.00 check or money order payable to the Oregon State Police, along with the completed "Own Record Request Form." Notarized requests are an additional \$5.00.
3. Mail the above documents to the following address:

**Oregon State Police  
Identification Services Section  
Unit 11  
PO Box 4395  
Portland OR 97208-4395**

The results, along with the fingerprint cards submitted will be returned to you. Please allow 5-10 business days to receive your response. **Due to the confidentiality of criminal history record information, results will be mailed only to the requestor.**

For further information, please contact us at (503) 378-3070.