

Notarize and mail this request 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:** \_\_\_\_\_

**Other Names - 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