

Copy of Your Own Oregon Record
(Revised 3/26/01)

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 service for information.) Fingerprints may also be obtained at our office during these designated days/times:

Monday-Saturday from 8:00 a.m. to 4:00 p.m. (The cost for this service is \$5.00 per card)

2. Submit a \$12.00 check or money order payable to 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
P.O. 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 questions or further information, please contact us at (503) 378-3070.

FINGERPRINTERS AVAILABLE

Fingerprinting services**INS Applicants MUST be processed through an INS Office or approved local Criminal Justice Agency, other than Portland PD, Multnomah County SO or Washington County SO. Approved list available at INS office. The agencies listed below may or may not be on the INS approved list. (INS requirement effective 12/6/97.)**

Oregon State Police

Bureau of Criminal Identification
3772 Portland Road NE
Salem, OR (Exit 258 I-5 SB)
503-378-3070

Monday thru Saturday
8:00am – 4:00pm
\$5 per card
(Exact cash, check or money order only)
Cards provided

Clackamas County Sheriff's Office

12700 SW 82nd Ave
Clackamas, OR
503-353-4649

Monday thru Friday
By appointment only
\$7.50 per card
Cards provided

Washington county Sheriff's Office

215 SW Adams Ave
Hillsboro, OR
503-846-2700

Monday thru Friday
By appointment only
\$10/first card, \$2 for each additional
Cards provided

Lutheran Family Services

605 SE 39th Ave
Portland, OR
503-731-9580

Mon/ Tue/ Wed/ Fri – 9am-5pm
(appointments only)
Thur – 9am-3pm, walk-in
\$8 for photos, \$8 per card
Cards provided

Passport & Photo

439 NW Broadway
Portland, OR
503-224-5014

Monday thru Friday
7:30am-5:30pm
Sat – 9am-3pm
\$8 per card; NO cards provided

Fingerprinting Services & Investigation

Passport Photography

#1) 418 SW Washington St, Suite 403
Portland, OR
503-228-4311

Mon/Tue/Thur – 12pm-4pm
Wed/Fri – 12pm-3pm
FBI trained/court certified

#2) 16 NE Hogan Rd
Gresham, OR
503-504-5631

Mon/Tue/Thur/Fri
9:00am – 11:00am
FBI trained/court certified

Inter-Asia Service Center

8436 SE Division St
503-788-3433

Monday thru Friday – 9am-5pm
Sat – 10am-4pm
\$8 per card