

**Sample letter to request for you own criminal history record**

*The following letter may be used as a model for requesting your own record for review and possible challenge. You may word the letter any way you choose; however, be sure to address all the points found in this sample letter completely and accurately.*

Kansas Bureau of Investigation  
Attn: Kansas Central Repository  
1620 SW Tyler  
Topeka, KS 66612-1837

To whom it may concern,

I request a copy of my own Kansas criminal history record. The reason of this record check is to determine whether or not I have any criminal history record on file at the Kansas Central Repository for:

(Briefly explain) \_\_\_\_\_

\_\_\_\_\_. I understand that the rapsheet will only include public information; which includes adult convictions, pending arrests under 12 months old, and pending diversions. Any agency requiring me to obtain more than public record must have a state or federal law allowing this information to be received *and* the agency must request my record directly from the Kansas Central Repository to ensure the agency receives information they are legally entitle to obtain.

My own records to review for accuracy and completeness. I understand that the rapsheet will contain my entire Kansas criminal history record information on file at the Kansas Central Repository. I should not share this information with any agency because it may contain more information than that agency is legally entitled to receive.

My identifying information is as follows:

Full name(s): *[List all names you may have ever used]*

Date of birth: *[List all dates of birth you may have ever used]*

Social Security Account Number: *[List all social security numbers you may have ever used]*

As conclusive proof of my identity, enclosed is an Applicant fingerprint card (FD-258) or a Personal Identification fingerprint card (FD-353) with my fingerprints recorded.

Also enclosed is a *[personal check] [money order] [cashier's check]* payable to the KBI Record Check Fee Fund for \$35.00, payment in full for the record check. I have included an additional \$10.00, for a total of \$45.00, to have my rapsheet notarized.

Please mail my Kansas criminal history rapsheet to:

*[Provide your mailing address here]*

Sincerely,

*[Your original signature]*