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ILLINOIS STATE POLICE
Division of Justice Services#

JB Pritzker
Governor

Brendan F. Kelly
Director

RIGHT OF ACCESS AND REVIEW PROCEDURE

Pursuant to Illinois Administrative Rule Title 20 Chapter II Part 1210, effective July 1, 2015, an individual may retain a copy of their Illinois criminal history record obtained through the right of Access and Review process. The individual must submit a set of fingerprints to the Illinois State Police (ISP), Bureau of Identification (BOI) in the form and manner prescribed by the ISP. An individual may submit the request through a local law enforcement agency, correctional facility (if incarcerated), or an Illinois licensed live scan fingerprint vendor. The Illinois State Police does not charge a fee for this service. However, the entity providing the fingerprint service may charge a processing fee.

The ISP will return a copy of the Illinois criminal history transcript record along with a Record Challenge form to the address provided with the Access and Review submission. The ISP will send the response to the local law enforcement agency or correctional facility for pick up by the individual if no requester address is included in the submission.

Individuals may challenge their record and request corrections by completing and submitting the Record Challenge form. The ISP will respond in writing to the record challenge. Additional information or instructions on challenging Illinois criminal history record information is located on the ISP web site <https://isp.illinois.gov/BureauOfIdentification/MyRecord>.

The ISP, BOI does not maintain arrest case reports or statements taken by other arresting agencies. Requests for this type of information should be directed to the investigating police department or the circuit clerk of the county where the case was heard.

Any person wishing to review their Federal Bureau of Investigation criminal history record should access the instructions provided via the internet at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

Individuals may also be fingerprinted for Access and Review purposes by an Illinois Licensed live scan fingerprint vendor. The list of licensed fingerprint vendors is located online at: <https://idfpr.illinois.gov/LicenseLookUp/fingerprintlist.asp>.

Questions related to Illinois Access and Review procedures can be directed to the BOI Customer Support Unit staff via email at: ISP.BOI.Customer.Support@illinois.gov.

Bureau of Identification
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