



# Guide for Obtaining Criminal History Reports

# Obtaining Criminal History Reports

## Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>What is a criminal record?</b> .....	<b>3</b>
<b>Who can see a criminal record?</b> .....	<b>4</b>
Adult Criminal Records .....	4
Juvenile Records.....	5
<b>Where to Get Your Criminal Record</b> .....	<b>5</b>
<b>1. Arresting Authority</b> .....	<b>5</b>
City of Chicago.....	5
Other Illinois Jurisdictions .....	6
<b>2. Illinois State Police</b> .....	<b>6</b>
From the ISP.....	6
From a Fingerprint Vendor.....	7
<b>3. FBI</b> .....	<b>7</b>
From the FBI .....	7
From a Fingerprint Vendor.....	7
<b>4. Circuit Court</b> .....	<b>8</b>
Cook County Adult Records .....	8
Other Jurisdictions.....	8
Juvenile Records.....	8
<b>What You Need to Expunge or Seal</b> .....	<b>9</b>
Cook County.....	9
Non-Cook County Jurisdictions.....	9
Juvenile Expungements .....	9
<b>Appendix A</b> .....	<b>11</b>

# Obtaining Criminal History Reports

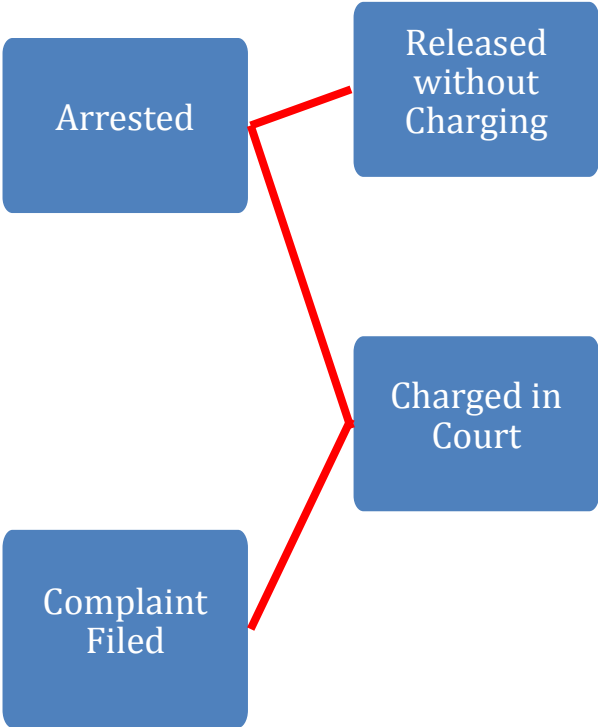
## Introduction

### *What is a criminal record?*

If you want to clear your criminal record or apply for waivers or certificates to qualify for certain jobs, you need to first know your complete criminal history. This includes all arrests and all court cases. For court cases, you also need to know whether each case resulted in a conviction or a non-conviction.

If you have been arrested and fingerprinted, you have a criminal record, even if you are released without being charged with a crime.

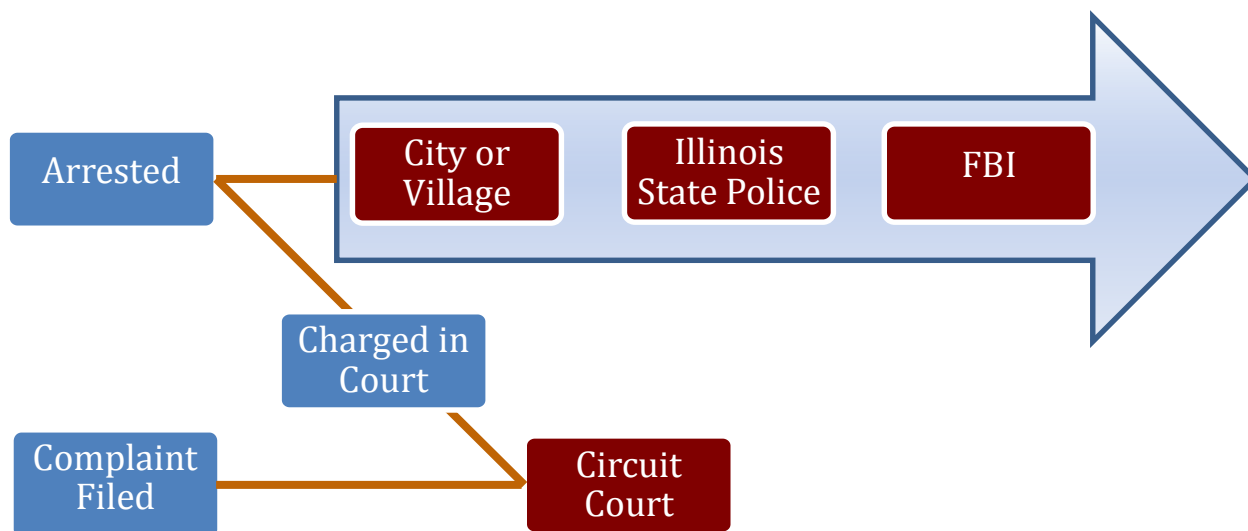
Not all criminal records result from an arrest. You can also get a criminal record if someone files a criminal complaint against you. Domestic battery, battery, assault, theft, and criminal damage to property are some of the most common types of offenses that are charged in criminal complaints. In most cases, you will receive a summons to court. You would only be arrested if the State’s Attorney requested and obtained a warrant for your arrest.



**How a Criminal Record is Created**

## Obtaining Criminal History Reports

Once you have a criminal record, it could reside in databases maintained by four different organizations: the arresting authority, the Illinois State Police (ISP), the FBI, and the circuit court.



When you are arrested, the arresting authority notifies the ISP of the arrest, and the ISP in turn notifies the FBI. If your case goes to court, a record of the case will also reside in the circuit court's database.

### *Who can see a criminal record?*

#### **Adult Criminal Records**

Adult criminal records are accessible by the general public, including commercial background check companies. Some commercial background check companies purchase information from police departments and circuit courts to produce the reports that they give to landlords and employers.

If an employer requires you to undergo a fingerprint-based background check, your fingerprints will be sent to the Illinois State Police, and they will forward the background check request to the FBI. Both the ISP and the FBI will produce reports that will be sent directly to the employer.

State law governs which records the ISP can release in response to these background check inquiries. Under Illinois law, the ISP can only release

## Obtaining Criminal History Reports

information about your convictions. The FBI, on the other hand, is not governed by state law. The FBI will report all arrests, regardless of their age or the outcome of the case.

### **Juvenile Records**

A juvenile can access his or her court own records, of course, and so can his or her parents if they can provide proof of their identity. In addition, the juvenile's attorney of record can also see the juvenile's record. But because juvenile records are confidential, they are not available to the general public except under the following conditions:

- Juvenile records are always accessible to courts, law enforcement, the military, and immigration officials.
- Any interested party may view juvenile court records upon court order.
- The juvenile's name, address, and offense are available to the public if the juvenile is adjudicated delinquent of certain offenses.
- The State's Attorney may provide a copy of the sentencing order to a juvenile's school if he or she is adjudicated delinquent of a felony.
- Law enforcement may use juvenile court records in employment decisions.

### **Where to Get Your Criminal Record**

You may need to obtain a report of your criminal history from all four agencies.

#### ***1. Arresting Authority***

The Arresting Authority is the police department or county sheriff's department that arrested you.

#### **City of Chicago**

If you were ever arrested by the City of Chicago Police Department (CPD), you can obtain separate RAP sheets that list your adult and juvenile criminal histories from the Access and Review Division at 3510 South Michigan Avenue, First Floor, Chicago, IL 60653, Monday – Friday, 8:30 a.m. – 12:00 noon. The fee is \$16.00 for adult RAP sheets; juvenile RAP sheets are free of charge.

## Obtaining Criminal History Reports

If you were also arrested in any of the Chicago suburbs or another county in Illinois, you will also need to follow the instructions below for Other Illinois Jurisdictions.

### **Other Illinois Jurisdictions**

If you were arrested in any other jurisdiction other than Chicago, you will need to get a Criminal History Transcript from the Illinois State Police (ISP).

You can get the Criminal History Transcript from the “Access and Review” department in any police station. The Chicago Police Department calls this report a Statewide Background Check Report.

To get started, you will have to submit your fingerprints to the police department, and they will forward your fingerprints to the ISP. The ISP will send your complete Criminal History Transcript back to the police department where you can pick up the report.

You will also receive a Record Challenge form that you can use to request corrections if you find any errors.

The Illinois State Police does not charge a fee for processing Access and Review requests, but the police departments are allowed to charge a fee to cover their costs. If you get a Chicago RAP sheet, you can get the Statewide Background Check Report (or Criminal History Transcript) at no extra cost.

### ***2. Illinois State Police***

You can get a background check from the Illinois State Police in one of two ways: either directly from the ISP or through a fingerprinting company that has been approved by the ISP.

#### **From the ISP**

To get an ISP report directly from the agency, visit their website at <http://www.isp.state.il.us/crimhistory/chri.cfm> or call them at (815) 740-5160.

## Obtaining Criminal History Reports

The ISP charges \$16 for a background report that is based on a search of your name only and \$20 for a fingerprint-based report. If you want a report based on your fingerprints, you will also have to pay a fingerprint vendor a fee to imprint your fingerprints on ISP's form.

### **From a Fingerprint Vendor**

See this link for a list of licensed fingerprint vendors who are authorized to send your fingerprints directly to the ISP and give the report to you:

<https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp>. Vendors charge approximately \$30, which covers the fingerprinting and the ISP report.

### **3. FBI**

If you were arrested outside Illinois, a background check from the FBI will show all of your arrests in every state.

As with the ISP report, there are two ways to get an FBI report: directly from the FBI or through a licensed fingerprint vendor.

### **From the FBI**

The FBI provides detailed instructions for an *Identity History Summary* on its website at <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>.

You will have to complete a form and have your fingerprints taken. The FBI charges \$18, and you will also have to pay a fingerprint vendor.

### **From a Fingerprint Vendor**

The FBI maintains a list of fingerprint vendors that have been certified as “channelers” who are authorized to take fingerprints and submit them to the FBI. Channelers may be found at this link: <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers>.

## Obtaining Criminal History Reports

You will have to complete a form where you can indicate your choice of four methods to receive the report: 1) downloaded from a website; 2) by US Mail; 3) by UPS 2-day Air; and 4) through a web portal with copy sent by US mail.

The cost is approximately \$50. The report is usually available for download within 48 hours.

### ***4. Circuit Court***

#### **Cook County Adult Records**

You can only view your Cook County criminal cases in person at any Cook County courthouse using public access terminals. Cook County does not publish criminal records online.

You can purchase certified dispositions of cases for \$9 each.

#### **Other Jurisdictions**

The circuit courts of a majority of Illinois counties allow online access to criminal records. See Appendix A for a list of counties and their websites, if applicable.

You can purchase a certified disposition of your cases directly from the circuit court. Fees vary by jurisdiction. See <http://www.illinois.gov/osad/Expungement/Pages/Illinois-Circuit-Court-Offices.aspx> for a list of Illinois Circuit Court offices.

#### **Juvenile Records**

As mentioned above, because juvenile records are confidential, only authorized individuals can obtain certified dispositions of juvenile court records. Unlike juvenile RAP sheets, juvenile court dispositions are not free. The fee varies by jurisdiction. In Cook County, the cost is \$9 per case.



## Obtaining Criminal History Reports

### **What You Need to Expunge or Seal**

#### ***Cook County***

If you were arrested in the City of Chicago, even once, you will need to first obtain your Chicago RAP sheet (adult or juvenile) from the Chicago Police Department. If all of your arrests occurred in suburban districts, you will not need a RAP sheet.

The Cabrini Green Legal Aid (CGLA) Expungement Help Desks can help you prepare petitions to expunge and seal. The Help Desks are located in the Daley Center (50 W. Washington St., Chicago, IL 60602) and the Markham courthouse (16501 S. Kedzie Parkway, Markham, IL 60428). The Daley Center Help Desk operates from 9:00 a.m. until noon on Mondays through Thursdays, and from 1:00 p.m. until 4:00 p.m. on Thursdays. The Markham Help Desk is open on Wednesdays only from 10:00 a.m. until 2:00 p.m.

#### ***Non-Cook County Jurisdictions***

The Illinois Office of the State Appellate Defender (OSAD) maintains a website that contains worksheets and forms that will help you complete petitions to file in jurisdictions outside Cook County.

Please see the following link for more information:

<http://www.illinois.gov/osad/Expungement/Pages/default.aspx>.

Your Criminal History Transcript and certified copies of your court dispositions for non-Cook County cases will contain information that you will need to complete the OSAD worksheets and petitions.

#### ***Juvenile Expungements***

In Cook County, Cabrini Green Legal Aid and Legal Assistance Foundation jointly staff the Juvenile Expungement Help Desk located at the Cook County Juvenile Center, 1100 S. Hamilton Ave., Chicago, IL 60612. Hours of operation are Mondays and Tuesdays from 9:00 a.m. until 4:00 p.m. and Thursdays from 9:00 a.m. until noon.

## Obtaining Criminal History Reports

Bring your Chicago juvenile RAP sheet if you were arrested by the CPD, your Criminal History Transcript if you were arrested in a suburban Cook County district, and certified court dispositions, if you purchased any.

For juvenile cases outside Cook County, contact the circuit court for that jurisdiction for the location of the juvenile court where your petition is to be filed. Your Criminal History Transcript will contain all the information you need to complete the petitions.

## Obtaining Criminal History Reports Non-Cook County Jurisdictions

### Appendix A

**Find Illinois County:** <http://illinois.outfitters.com/illinois/searchcity.html>

County	URL
Adams County, IL	<a href="http://www.judici.com">www.judici.com</a>
Alexander County, IL	<a href="http://www.judici.com">www.judici.com</a>
Bond County, IL	<a href="http://www.judici.com">www.judici.com</a>
Boone County, IL	<a href="http://www.judici.com">www.judici.com</a>
Brown County, IL	<a href="http://www.judici.com">www.judici.com</a>
Bureau County, IL	<a href="http://www.judici.com">www.judici.com</a>
Calhoun County	No online records (618.576.2451)
Carroll County, IL	<a href="http://www.judici.com">www.judici.com</a>
Cass County	No online records (217.452.7225)
Champaign County, IL	<a href="https://secure.jtsmith.com/clerk/yytt331s.asp">https://secure.jtsmith.com/clerk/yytt331s.asp</a>
Christian County, IL	<a href="http://www.judici.com">www.judici.com</a>
Clark County, IL	<a href="http://www.judici.com">www.judici.com</a>
Clay County, IL	<a href="http://www.judici.com">www.judici.com</a>
Clinton County, IL	<a href="http://www.judici.com">www.judici.com</a>
Coles County, IL	<a href="http://www.judici.com">www.judici.com</a>
Cook County	No online records (Must go in person to courthouses)
Crawford County, IL	<a href="http://www.judici.com">www.judici.com</a>
Cumberland County, IL	<a href="http://www.judici.com">www.judici.com</a>
Dekalb County, IL	<a href="http://gisweb.co.de-kalb.il.us/circuitclerkcourtdata/CircuitClerkSearch.asp">http://gisweb.co.de-kalb.il.us/circuitclerkcourtdata/CircuitClerkSearch.asp</a>
DeWitt County, IL	<a href="http://www.judici.com">www.judici.com</a>
Douglas County, IL	<a href="http://www.judici.com">www.judici.com</a>
DuPage County, IL	<a href="https://www.dupagecase.com/Clerk/allsearch.do">https://www.dupagecase.com/Clerk/allsearch.do</a>
Edgar County, IL	<a href="http://www.judici.com">www.judici.com</a>
Edwards County, IL	<a href="http://www.judici.com">www.judici.com</a>
Effingham County, IL	<a href="http://www.judici.com">www.judici.com</a>

## Obtaining Criminal History Reports Non-Cook County Jurisdictions

County	URL
Fayette County, IL	<a href="http://www.judici.com">www.judici.com</a>
Ford County, IL	<a href="http://www.judici.com">www.judici.com</a>
Franklin County, IL	<a href="http://www.judici.com">www.judici.com</a>
Fulton County	<a href="http://www.9thjudicial.org/search.html">http://www.9thjudicial.org/search.html</a>
Gallatin County	<a href="http://publicrecords.onlinesearches.com/view/lid/5318">http://publicrecords.onlinesearches.com/view/lid/5318</a>
Greene County	No online records (217.942.3421)
Grundy County, IL	<a href="http://www.judici.com">www.judici.com</a>
Hamilton County, IL	<a href="http://www.judici.com">www.judici.com</a>
Hancock County	<a href="http://www.9thjudicial.org/search.html">http://www.9thjudicial.org/search.html</a>
Harden County, IL	No online records (618.287.2735)
Henderson County, IL	<a href="http://www.9thjudicial.org/search.html">http://www.9thjudicial.org/search.html</a>
Henry County, IL	<a href="http://www.judici.com">www.judici.com</a>
Iroquois County, IL	<a href="http://www.judici.com">www.judici.com</a>
Jackson County, IL	<a href="http://www.judici.com">www.judici.com</a>
Jasper County, IL	<a href="http://www.judici.com">www.judici.com</a>
Jefferson County, IL	<a href="http://www.judici.com">www.judici.com</a>
Jersey County, IL	<a href="http://www.judici.com">www.judici.com</a>
Jo Daviess County, IL	<a href="http://www.judici.com">www.judici.com</a>
Johnson County, IL	<a href="http://www.judici.com">www.judici.com</a>
Kane County, IL	<a href="http://kocis.countyofkane.org/KOCIS/KOCIS.html#">http://kocis.countyofkane.org/KOCIS/KOCIS.html#</a>
Kankakee County, IL	<a href="http://www.co.kankakee.il.us/circuitclerk.html">http://www.co.kankakee.il.us/circuitclerk.html</a>
Kendall County, IL	<a href="http://www.co.kendall.il.us/circuit-clerk/online-court-records/">http://www.co.kendall.il.us/circuit-clerk/online-court-records/</a>
Knox County, IL	<a href="http://www.9thjudicial.org/search.html">http://www.9thjudicial.org/search.html</a>
Lake County, IL	<a href="https://circuitclerk.lakecountyil.gov/publicAccess/html/common/index.xhtml">https://circuitclerk.lakecountyil.gov/publicAccess/html/common/index.xhtml</a>
LaSalle County, IL	<a href="http://lasallecounty.com/online-court-records-2/">http://lasallecounty.com/online-court-records-2/</a>
Lawrence County, IL	<a href="http://www.judici.com">www.judici.com</a>
Lee County, IL	<a href="http://www.judici.com">www.judici.com</a>

## Obtaining Criminal History Reports Non-Cook County Jurisdictions

County	URL
	<a href="http://www.judici.com">www.judici.com</a>
Livingston County, IL	
Logan County, IL	<a href="http://www.judici.com">www.judici.com</a>
Macon County, IL	<a href="http://search.co.macon.il.us/templates/searchcaseinfo.htm">http://search.co.macon.il.us/templates/searchcaseinfo.htm</a>
Macoupin County, IL	<a href="http://www.judici.com">www.judici.com</a>
Madison County, IL	<a href="http://www.madisoncountycircuitclerkil.org/index.php/court-records-search">http://www.madisoncountycircuitclerkil.org/index.php/court-records-search</a>
Marion County, IL	<a href="http://www.judici.com">www.judici.com</a>
Marshall County, IL	<a href="http://www.judici.com">www.judici.com</a>
Mason County, IL	<a href="http://www.judici.com">www.judici.com</a>
Massac County, IL	<a href="http://www.judici.com">www.judici.com</a>
McDonough County, IL	<a href="http://www.9thjudicial.org/search.html">http://www.9thjudicial.org/search.html</a>
McHenry County, IL	<a href="http://68.21.116.46/wow65/runApp?id=0">http://68.21.116.46/wow65/runApp?id=0</a> <a href="http://webapp.mcleancountyil.gov/webapps/PublicAccess/PubAC_SearchCriminal.aspx?AspxAutoDetectCookieSupport=1">http://webapp.mcleancountyil.gov/webapps/PublicAccess/PubAC_SearchCriminal.aspx?AspxAutoDetectCookieSupport=1</a>
McLean County, IL	
Menard County, IL	<u>No online records (217.632.2615)</u>
Mercer County, IL	<a href="http://www.judici.com">www.judici.com</a>
Monroe County, IL	<u>No online records (618.939.8681)</u>
Montgomery County, IL	<a href="http://www.judici.com">www.judici.com</a>
Morgan County, IL	<a href="http://www.judici.com">www.judici.com</a>
Moultrie County, IL	<a href="http://www.judici.com">www.judici.com</a>
Ogle County, IL	<a href="http://www.judici.com">www.judici.com</a>
Peoria County, IL	<a href="http://justice.peoriacounty.org/default.aspx">http://justice.peoriacounty.org/default.aspx</a>
Perry County, IL	<u>No online records (618.357.6726)</u>
Piatt County, IL	<a href="http://www.judici.com">www.judici.com</a>
Pike County, IL	<a href="http://www.judici.com">www.judici.com</a>
Pope County, IL	<a href="http://www.judici.com">www.judici.com</a>

From Courtney: At the stage a case's remaining balance is transferred to collection it is no longer an open case in the court's records. They also do not typically enter sentence termination dates for probation, conditional discharge, etc. in the system. She said sometime you will see a termination date for supervisions or special cases, but it is not the norm.

## Obtaining Criminal History Reports Non-Cook County Jurisdictions

County	URL
Pulaski County, IL	<a href="http://www.judici.com">www.judici.com</a>
Putnam County, IL	<a href="http://www.judici.com">www.judici.com</a>
Randolph County, IL	<a href="http://www.judici.com">www.judici.com</a>
Richland County, IL	<a href="http://www.judici.com">www.judici.com</a>
Rock Island County, IL	<a href="http://www.judici.com">www.judici.com</a>
Saline County, IL	<a href="http://www.judici.com">www.judici.com</a>
Sangamon County, IL	<a href="http://records.sangamoncountycircuitclerk.org/sccc/Home.sc">http://records.sangamoncountycircuitclerk.org/sccc/Home.sc</a>
Schuyler County, IL	<a href="http://www.judici.com">www.judici.com</a>
Scott County, IL	<a href="http://www.judici.com">www.judici.com</a>
Shelby County, IL	<a href="http://www.judici.com">www.judici.com</a>
St. Clair County, IL	<a href="http://www.circuitclerk.co.st-clair.il.us/courts/Pages/icj.aspx">http://www.circuitclerk.co.st-clair.il.us/courts/Pages/icj.aspx</a>
Stark County, IL	<a href="http://www.judici.com">www.judici.com</a>
Stephenson County, IL	<a href="http://www.judici.com">www.judici.com</a>
Tazewell County, IL	<a href="http://www.judici.com">www.judici.com</a>
Union County, IL	<a href="http://www.judici.com">www.judici.com</a>
Vermilion County, IL	<a href="http://www.judici.com">www.judici.com</a>
Wabash County, IL	<a href="http://www.judici.com">www.judici.com</a>
Warren County, IL	<a href="http://www.9thjudicial.org/search.html">http://www.9thjudicial.org/search.html</a>
Washington County, IL	<a href="http://www.judici.com">www.judici.com</a>
Wayne County, IL	<a href="http://www.judici.com">www.judici.com</a>
White County, IL	<a href="http://www.judici.com">www.judici.com</a>
Whiteside County, IL	<a href="http://www.judici.com">www.judici.com</a>
Will County, IL	<a href="http://66.158.72.242/pa/cms/SearchPrompt.php">http://66.158.72.242/pa/cms/SearchPrompt.php</a>
Williamson County, IL	<a href="http://www.judici.com">www.judici.com</a>
Winnebago County, IL	<a href="http://fce.wincoil.us/fullcourtweb/start.do">http://fce.wincoil.us/fullcourtweb/start.do</a>
Woodford County, IL	<a href="http://www.judici.com">www.judici.com</a>

### Non-Illinois Jurisdictions:

Indiana	<a href="https://mycase.in.gov/">https://mycase.in.gov/</a>
Iowa	<a href="https://www.iowacourts.state.ia.us/ESAWebApp/DefaultFrame">https://www.iowacourts.state.ia.us/ESAWebApp/DefaultFrame</a>

## Obtaining Criminal History Reports Non-Cook County Jurisdictions

Lake County, IN	<a href="https://www.lakecountyin.org/portal/media-type/html/user/anon/page/online-docket-welcome">https://www.lakecountyin.org/portal/media-type/html/user/anon/page/online-docket-welcome</a>
Wisconsin Circuit Courts	<a href="http://wcca.wicourts.gov/index.xsl;jsessionid=C2DDC9CE92B750E550617A21917E4590.render6">http://wcca.wicourts.gov/index.xsl;jsessionid=C2DDC9CE92B750E550617A21917E4590.render6</a>
New Jersey	<a href="https://njcourts.judiciary.state.nj.us/web15z/ExternalPGPA/">https://njcourts.judiciary.state.nj.us/web15z/ExternalPGPA/</a>
	<a href="https://cch.state.mn.us/pcchOffenderSearch.aspx">https://cch.state.mn.us/pcchOffenderSearch.aspx</a>
Minnesota	<a href="http://pa.courts.state.mn.us/default.aspx">http://pa.courts.state.mn.us/default.aspx</a>

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### **National Inventory of Collateral Consequences (ABA):**

<http://www.abacollateralconsequences.org>

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### **Potential Resources in Other States:**

[http://www.americanbar.org/content/dam/aba/administrative/probono\\_public\\_service/lsc\\_reentry\\_projects.authcheckdam.pdf](http://www.americanbar.org/content/dam/aba/administrative/probono_public_service/lsc_reentry_projects.authcheckdam.pdf)

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### **State-by- State Info re: Relief**

<https://www.nacdl.org/rightsrestoration/>

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