



ARIZONA DEPARTMENT OF PUBLIC SAFETY

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“Courteous Vigilance”

KATIE HOBBS Governor JEFFREY GLOVER Director

RECORD REVIEW PACKET

Below are instructions for the subject of record to obtain a copy of the information located in their Arizona criminal record.

The Arizona Department of Public Safety (AZDPS) Central State Repository maintains Arizona criminal history record information. In accordance with Arizona Revised Statute (A.R.S.) [§ 41-1750](#), the subject of a criminal record may review the information contained in their Arizona record for the sole purpose of reviewing the accuracy and completeness of the record.

Individuals who wish to review their criminal history record:

- Must submit a full set of legible rolled fingerprints to ensure positive identification associated with a criminal record.
- The fingerprint card must include the subject’s identifying information (Name, Date of Birth, Social Security Number, Physical Description, Signature, and Residence) and the fingerprint card must state “RECORD REVIEW” under reason fingerprinted.
- Fingerprints must be taken by an official at a law enforcement agency. The badge/serial number of the official and the name of the agency with the agency’s ORI must appear in the block provided.
- Do not bend or fold the completed fingerprint card.
- Complete the Record Review Contact Information Sheet.
- If represented by an attorney, the AZDPS must receive a letter authorizing the AZDPS to communicate with the attorney.
- The letter must be:
 - an original
 - on the law firm’s letterhead
 - signed by the subject of record
 - notarized
- Mail the completed fingerprint card, Record Review Contact Information Sheet, and notarized authorization letter, if applicable, to:

Arizona Department of Public Safety
Central State Repository Section
P.O. Box 18450 | Mail Drop 3110
Phoenix, AZ 85005-8450

Upon completion of the record review:

- Within approximately two weeks, a copy of any existing Arizona criminal record will be mailed to the address provided on the completed Record Review Contact Information Sheet. If an email address is provided, the information will be emailed.

- Criminal records will contain no personal identifying information (such as name, address, etc.)

If you have any questions concerning your submission, please contact the Central State Repository Section at (602) 223-2229.