



# FLORIDA DEPARTMENT OF LAW ENFORCEMENT

## CRIMINAL HISTORY INFORMATION

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### By Mail

To request criminal history information, you may simply send a letter or print out, complete and mail the **criminal history information request form** (PDF) provided on this web site to:

**Florida Department of Law Enforcement  
User Services Bureau  
Criminal History Services  
PO Box 1489  
Tallahassee FL 32302**

## Requesting Criminal Histories from FDLE

The Florida Department of Law Enforcement (FDLE), Division of Criminal Justice Information Services (CJIS), is the central repository for criminal history information for the State of Florida. In addition to maintaining criminal history information, it is our responsibility to provide public access to this information when requested.

Criminal history information is a record of **serious** arrests in Florida. When you request criminal history information on an individual, your results will state whether the subject has or does not have a Florida criminal history record. If there is a record that **may be** for the individual searched, a copy of the criminal history record along with your request will be forwarded to you. **Please be aware that, unless a fingerprint card is submitted and a fingerprint comparison is performed, it is impossible for us to be sure if the record belongs to the individual you requested or if another individual has a similar name and identifiers.** The accuracy of the information you provide is critical since we search our criminal history files based on your submission information.

If no possible record is found in our repository, your response will indicate **"No Record"** for the result. No criminal record check was conducted for other states or for the Federal Bureau of Investigation (FBI). Reasons why this may occur are as follows:

- Subject has never been arrested or fingerprinted in Florida
- Subject's Florida record is sealed or expunged
- Subject's criminal fingerprint card was sent to FDLE but it contained a major error, has not been received by FDLE or not yet entered into repository
- Arresting agency failed to submit criminal fingerprint card to FDLE
- Subject's criminal fingerprint card was sent to the FBI but not to FDLE (Arrests prior to 1983, two fingerprint cards were supposed to be submitted from local criminal justice agencies; one to the FBI and the other to FDLE)
- Subject was arrested as a juvenile before 10/1/94 or as a juvenile but for an arrest FDLE is not authorized to provide
- Subject was arrested by a Federal agency or in a state other than Florida  
(NCIC rules do not allow dissemination of national or other state

criminal history information for public record/non-criminal justice purposes)

**The cost for criminal history information is \$24.00 per request and is non-refundable.** Make check or money order payable to Florida Department of Law Enforcement.

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Please include in your request a return address and the individual's name, any known aliases, date of birth, race, sex and if available social security number and last known address. Your check or money order for \$24.00 per individual should accompany your request. This process takes approximately five business days excluding postal delivery time.

If you have any questions regarding the above information or if we can be of further assistance, please contact the Criminal History Services Section at (850) 410-8109. Our office hours are 8:00 A.M. - 5:00 P.M. EST Monday - Friday (excluding holidays).



**Florida Department of Law Enforcement**  
**Criminal Justice Information Services**  
 (850) 410-8109



## Florida Criminal History Information Request

*Pursuant to provisions of Chapter 119 and Section 943.053, Florida Statutes*

I am requesting Florida criminal history information on the following individual:

<b>Last Name*:</b>			<p><b>* Required Fields</b></p> <p><b>NOTE: PLEASE INDICATE HISPANIC PERSONS AS EITHER WHITE OR BLACK BASED ON THEIR ACTUAL SKIN COLOR</b></p> <p>*Race (pick one):  <b>W</b> - White/Caucasian  <b>B</b> - Black  <b>U</b> - Unknown - Asian/Pac. Islander  <b>I</b> - Alaskan/Native American</p> <p><b>Optional Information:</b>          Social Security Number          Middle Name          Other Names Used</p>
<small>Last Names should not include spaces (ex. De la Rosa, DelaRosa). Please use hyphens when applicable (ex. Jones-Smith)</small>			
<b>First Name*:</b>			
Middle Name:			
<b>Other Names Used:</b> Last, First, Middle (Please omit spaces and include hyphens when necessary)			
Last)	First)	Middle)	
Last)	First)	Middle)	
<b>Race*:</b>	<b>Sex*:</b>	<b>Date of Birth*:</b>	
Social Security Number:			

**Please provide as much information as possible. The accuracy of the information provided is critical as all searches are based on this information.**

**We accept the following payment methods:**

Personal or business check imprinted with name of account holder and address or money orders.

Checks or money orders should be in U.S. Currency.      They should be made payable to **FDLE**.

**Submit completed form along with the required \$24 fee (per inquiry) to:**

Florida Department of Law Enforcement  
 User Services Bureau / Criminal History Services  
 Post Office Box 1489, Tallahassee, FL 32302-1489

**Certified Results**

Notary letters certifying the results are available at no additional charge

I am requesting certification of criminal history information request results

I am requesting certification of criminal history information request results in Spanish

\*\*Please note that only results that have no criminal history record will be translated and certified in Spanish. Results that contain a Florida criminal history cannot be translated into Spanish, but will be certified.

**Mail Criminal History Information Request Results To:**

Contact Person:	Street:
Contact Telephone:	City:
ORI Number: (If applicable)	State:
Date Submitted:	ZIP: