ILLINOIS STATE POLICE  
Division of Forensic Services and Identification  
Bureau of Identification  
260 N. Chicago  
Joliet, Illinois 60431-1060

Conviction Information Request

Instructions: This form must be filled out completely and correct fees attached. Make all checks payable to the Illinois State Police. Failure to comply with these instructions will result in the return of this request unprocessed.

This request is for employment or licensing purposes. Yes ☐ No ☐

Subject Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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Date of Birth: ___/___/____  Sex: __________  Race: __________

Valid Codes for Sex
Male _______ M  Female _______ F  Unknown _______ U

Valid Codes for Race
White ___________ W  Black ___________ B  Asian/Pacific Islands A  American Indian/Alaskan I  Unknown ___________ U

Subject Signature ____________________________

Requester Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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Agency: ____________________________  (if any)

Street Address: ____________________________

City: ____________________________  State: ________  Zip Code: __________

Requester Signature ____________________________

(Please Type or Print All Information)
REQUESTS FOR CONVICTION INFORMATION

Pursuant to Illinois Revised Statutes, chapter 38, paragraph 1601 et seq., all conviction information mandated by statute to be collected and maintained by the ILLINOIS STATE POLICE is publicly available. Form ISP6-404B (8/90) is to be used to initiate a fingerprint-based request. Form ISP6-402B (8/90) is to be used to initiate a request that is not based on fingerprints. These forms are available from the Bureau of Identification, 250 North Chicago Street, Joliet, Illinois, 60431 - Area Code (815) 740-5160. Requests for this information are to be made according to the following instructions. Failure to follow these instructions may result in the return of the unprocessed request.

1. The requester must complete a CONVICTION INFORMATION REQUEST FORM for each conviction record requested.

2. Each request form must be signed by the requester and contain the requester’s complete mailing address.

3. Each request form must be accompanied by the correct fee in the form of either a money order or cashier’s check payable to the ILLINOIS STATE POLICE. No other form of payment will be accepted. Multiple requests may be submitted in the same envelope with a single money order or cashier’s check enclosed to cover the total cost for all requests.

4. The individual named in the request may initiate proceedings to challenge or correct a record furnished by the ILLINOIS STATE POLICE by contacting the Bureau of Identification at (815) 740-5160.

5. The subsequent dissemination of conviction information furnished by the ILLINOIS STATE POLICE is permitted only for the 30 day period immediately following receipt of the information.

REQUESTS MADE PURSUANT TO AN EMPLOYMENT OR LICENSING DECISION

6. If the request for conviction information is made for purposes of licensing or employment, the request form must also be signed by the individual named in the request.

7. The requester must provide the individual named in the request with one of the two copies of the response furnished by the ILLINOIS STATE POLICE.

8. Within 7 working days of receipt of such copy, the individual named in the request must notify the Bureau of Identification and the requester if the information furnished by the ILLINOIS STATE POLICE is inaccurate or incomplete.

NOTICE

Any person who intentionally and knowingly requests, obtains, or seeks to obtain conviction information under false pretenses, disseminates inaccurate or incomplete conviction information or violates any other provision of Illinois Revised Statutes, chapter 38, paragraph 1601 et seq. may be guilty of a crime punishable by up to one year of imprisonment and/or may incur civil liabilities.

For further information contact:

ILLINOIS STATE POLICE
Bureau of Identification
250 North Chicago Street
Joliet, Illinois 60431-1060
(815) 740-5160