



## OREGON STATE POLICE

### REQUEST FOR SET ASIDE CRIMINAL RECORD CHECK

(Effective 1/1/2022)

The following information is required to ensure timely completion of your criminal record check request for set aside purposes. Please ensure all information is accurate and the \$33.00 fee is included to avoid delays in processing.

NAME \_\_\_\_\_  
(First) (Middle) (Last)

DATE OF BIRTH \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
MM/DD/YYYY

MAILING ADDRESS \_\_\_\_\_

OTHER NAMES YOU ARE KNOWN BY (Ex: Maiden Name, Name used at time of arrest):

1. NAME \_\_\_\_\_  
(First) (Middle) (Last)

2. NAME \_\_\_\_\_  
(First) (Middle) (Last)

3. NAME \_\_\_\_\_  
(First) (Middle) (Last)

### CIRCUIT OR MUNICIPAL COURT IN WHICH YOU ARE SEEKING A SET ASIDE

(Example: Circuit Court for Wasco County, Municipal Court for City of Springfield)

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Does the motion to set aside include a conviction? YES ☐ NO ☐

### THE FOLLOWING MUST BE INCLUDED WITH THIS FORM AND MAILED TO OREGON STATE POLICE:

- ☐ Fingerprint Card Form
- ☐ Fee for set aside of CONVICTION. Include check or money order in the amount of \$33.00, payable to Oregon State Police.

Please note that Oregon law requires the results of the background check be returned to the prosecuting attorney(s) for each county or municipality included within the set aside motion application. This form and the fingerprint card will not be returned to you. OSP will not be contacting you upon completion of the criminal record check.