



How to Get a Copy of Your Criminal Record

There are two ways to get a copy of your criminal record.

1. The most complete criminal record is a Department of Justice (DOJ) RAP Sheet. A rap sheet is your “Record of Arrests and Prosecutions.” All California convictions are listed on a DOJ rap sheet.

- **How to get a DOJ rap sheet:**
 1. If you cannot afford the \$25 DOJ rap sheet fee, complete the “DOJ Application Wavier of Fee” form to get a fee waiver. That form is on the next page of this handout.
 2. Go to a place that has “Live Scan” services and request your DOJ Rap Sheet. The person doing the Live Scan will take your fingerprints and send in your application.
- To find the Live Scan location nearest you, visit this website and type in your address: <http://ag.ca.gov/fingerprints/publications/contact.php>
- **Fees:** There is a fee to do the Live Scan fingerprints, and another \$25 fee to request the DOJ rap sheet. If you are low-income, you can ask the DOJ to waive the DOJ fees *before* you go to the Live Scan place. If the DOJ agrees to waive your fees, you will still need to pay the Live Scan fee. To get a DOJ fee waiver, read the next page.
- **Timing:** It will take 1-2 months to receive your rap sheet.

2. If you cannot get your DOJ rap sheet, you can get a complete copy of your criminal docket(s).

- **How to get a Criminal Docket:** Go to the Superior Court where you were convicted. They will only have information for your convictions in that County. Make a complete copy of your docket, including your judgment orders.
- **Fee:** There may be a fee to copy your records.
- **Timing:** If the records are accessible, you may be able to get them same day. If not, there may be a delay.

How to Get Help to Change Your Criminal Record

Once you have your criminal record, call Legal Aid Foundation of Los Angeles at (800) 399-4529 or apply for legal help online at <https://lafla.org/help/>. Legal Aid advocates may be able to review your criminal record to see if you qualify for an expungement, felony reduction, misdemeanor reduction, or certificate of rehabilitation. If you qualify, we may be able to help you complete the court forms and represent you in court.

If you want to file for an expungement on your own, visit <https://lafla.org/self-help/self-help-how-to-guides/> to get a free copy of our “Expungement How-to Guide.”



How to Get a DOJ RAP Sheet Fee Waiver

The Department of Justice (DOJ) charges \$25 to request your DOJ rap sheet. People who have low-income can ask the DOJ to waive the fee. This handout describes how to get a DOJ Fee Waiver in three easy steps.

STEP 1: Get proof that you have low-income. The only kind of proof that the DOJ accepts is proof that you get government benefits for people who are low-income. Any of the benefits below are proof that you are low-income.

- Copy of a Medi-Cal Card
- Copy of a Letter from SSI or Social Security or the VA, showing monthly grant
- Copy of a Letter from EDD (Unemployment or State Disability), showing monthly grant
- Copy of a Letter from CalWORKs, CalFresh (Food Stamps), or General Relief, showing monthly grant

STEP 2: Sign the “Declaration of Indigence” on the next page. Indigence means low-income.

STEP 3: Mail your low-income proof and signed declaration of indigence to:

State of California, Department of Justice
Bureau of Criminal Identification and Information (BCII)
PO Box 903417
Sacramento, CA 94203-4170

After you mail the fee waiver application, you should get a DOJ Record Request Form in the mail. If you do not receive the DOJ Record Request Form within 2 weeks, call the DOJ at **(916) 227-3835** to check on the status of your fee waiver application.

If the DOJ approves your fee waiver request, they will mail you a pre-printed DOJ Record Request form. Once you get that form, you are now ready to go to the Live Scan place to do your fingerprints and request your DOJ rap sheet. Here is what you need to do, step-by-step:

1. Fill-in all of your personal information on the pre-printed DOJ Record Request Form
2. Take the completed form, along with a valid photo ID and the fingerprinting fee to a local Live Scan place. The Live Scan fingerprinting fee varies by location.

For Live Scan locations and the fee amounts, visit
<http://ag.ca.gov/fingerprints/publications/contact.php>.

TO BE MAILED TO:
State of California, Department of Justice
Bureau of Criminal Identification and Information (BCII)
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Sacramento, CA 94203-4170

**APPLICATION FOR WAIVER OF FEE
TO OBTAIN CRIMINAL HISTORY RECORD**

DECLARATION OF INDIGENCE

I, the undersigned, declare that I am unable to pay the fee to obtain a copy of my criminal history records without impairing my obligation to meet the common necessities of life.

My current address is:

Street City State Zip Code

I declare under the penalty of perjury that the forgoing is true and correct and was at:

_____, California,
City

On _____.
Date

Attached is verification of proof of indigence as required by California Penal Code § 11123.

PRINT NAME : _____

SIGNATURE: _____