



Rahm Emanuel  
Mayor

Chicago Police Department  
City of Chicago  
3510 South Michigan Ave  
Chicago, IL 60653



Garry F. McCarthy  
Police Superintendent

## Procedural Guide for INDIVIDUALS Residing **OUTSIDE THE CITY OF CHICAGO**

### \*\*\*\*\*NOTICE\*\*\*\*\*

- This request will ONLY be mailed to the residence of the individual who requests it.
- This process should not be used by private attorneys or companies attempting to gather criminal history information or conduct a background check.
- This process should not be used by government agencies attempting to gather criminal history information for immigration purposes.

INDIVIDUALS requesting a copy of their Adult (17 YEARS AND ABOVE) "RAP SHEET" and living outside the City of Chicago who cannot report in person to 3510 S. Michigan will follow the procedure below:

1. Contact their local police agency in the city/town where they are residing and request to be fingerprinted (each city has their own policy and procedures for fingerprinting). They will be given a fingerprint card with their fingerprints on it. **DO NOT TO BEND THE CARD OTHERWISE IT CANNOT BE PROCESSED.**
2. You must enclose a copy of your current valid state driver's license or valid state identification card.
3. There is a processing fee of \$16.00 USC and is accepted in the form of a "Money Order" only made out to the "Department of Revenue." **DO NOT SEND CASH**
4. You must enclose a self-addressed stamped envelope with sufficient postage.
5. You must write a short letter as to what you are requesting. Include all ALIAS names used in the past. Failure to include all alias names may produce a negative result. This letter must contain a working contact telephone number (requests without telephone numbers may not be processed).
6. You must place the *fingerprint card, the fee, the photo identification copy, self addressed stamped envelope, and the letter in a large envelope and mail it to the following address:*

Chicago Police Department  
Field Services Section – Unit 166 / Attn: Mr. Jerry Young  
3510 South Michigan Avenue  
Chicago Illinois 60653  
312-745-5644

All requests for JUVENILE (16 and UNDER) "RAP SHEETS" will be directed to the Youth Division at 312-745-6004

Effective September 2007

Emergency: 9-1-1 • Non-Emergency: (Within City limits) 3-1-1 •  
Non-Emergency: (Outside City limits) 312-746-6000 TTY: 312-746-9715 •