

Criminal History Record Request Form

You can either mail your request or come in person to:

Nebraska State Patrol
 Criminal Identification Division
 3800 NW 12th Street – Suite A
 Lincoln, NE 68521

**Requests can also be made online at
 ne.gov/go/cbg
 for an additional fee of \$3**

This form is used to request a Record of Arrest and Prosecution (RAP) sheet for person of interest listed below. The RAP sheet includes only Nebraska fingerprint based arrests and resulting dispositions. There is a \$12.50 fee for this service. This fee is accepted as cash, check or money order. Make checks payable to Nebraska State Patrol. Certification/Notarization of record by the Nebraska State Patrol must be specifically requested.

Date:			
This request is on: (check one)		<input type="checkbox"/> Yourself	<input checked="" type="checkbox"/> Someone Else
Reason for request:			
Person of Interest (person on whom background check will be completed)			
First Name:		Middle name:	Last name:
ALIAS / AKA: List any other names used: maiden, married, adopted, nicknames, short names, etc.			
SSN: - -		<i>This request will not be denied for refusal to provide a social security number, but the criminal history check <u>may take longer without the number</u>, which will be used only for the purpose of confirming identity during the criminal history check.</i>	
DOB (xx/xx/xxxx):	Sex:	Race:	
Current Address:			
City, State, Zip:			
Phone #:		Fax #:	
Results will be faxed to the number provided unless a self-addressed stamped envelope is enclosed.			
Individual Or Agency Requesting the Background Check (Only if different than above)			
Agency:	Hay Springs Public School		
Individual Requesting:	Shannon Langford - Business Manager		
Mailing Address:	PO BOX 280		
City, State, Zip:	Hay Springs, NE 69347		
Phone #:	308-638-4434	Fax #:	402-915-5126



 Signature of Requester (Individual or Agency)

If mailing a request for a criminal history on yourself or someone else and you would like a full release of criminal history, you will need to have this request form signed by the person of interest and notarized. If this form is not notarized, a public record will be released to you. See §29-3523 for the difference between public record and full release criminal history records.

I consent to the disclosure and copying of any Record of Arrest of Prosecution to the above listed persons.

State of _____)

County of _____)

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 Signature of Person of Interest

Subscribed and sworn to before me this

_____ day of _____,

 Notary Public