

## QUESTIONS OFTEN ASKED ABOUT CRIMINAL HISTORY RECORDS

### WHAT IS CRIMINAL HISTORY RECORD INFORMATION (CHRI)?

Criminal history record information is defined by statute as information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, sentencing, correctional supervision, and release.

The patrol further describes CHRI as being in one of three categories: open records, closed records, and incomplete records. *Open records* are records of convictions, pending charges, and suspended impositions of sentence during the term of probation. *Incomplete records* are created when an arrest is reported, no disposition information is received within 30 days, and the status of the record is unknown. State statutes require these records to be closed. *Closed records* include incomplete records, records of suspended imposition of sentence upon termination of probation, arrests over 30 days old where charges have not been filled, the accused is found not guilty, or the charges were not prosecuted or dismissed.

### WHAT CHRI IS AVAILABLE?

It depends on the reason for obtaining the record. Generally, open records are public records and are distributed without restrictions. Incomplete records and closed records have limited use.

### WHO MAY RECEIVE CHRI?

Any requestor may receive open record information. Closed records are accessible by the following:

1. Criminal justice agencies and some federal agencies
2. Child care agencies
3. Facilities as described in Section 198.006, RSMo., which include nursing homes and related facilities
4. In-home service provider agencies as defined in 660.250, RSMo.

### HOW MAY THESE AGENCIES USE CLOSED CHRI?

Closed records may be used for purposes of prosecution, sentencing, parole consideration, criminal justice employment, and nursing home employment, and may be used only for the purpose obtained. CHRI status can change at any time and should not be used if over 30 days old.

*(The receiver of closed records may wish to consult an attorney concerning the use or disclosure of closed record information.)*

### WHAT ARE THE CENTRAL REPOSITORY'S DISSEMINATION POLICIES?

Open records will be disseminated based on a search using name identification information only for a fee of \$5.00. For positive identification, fingerprints can be submitted for a processing fee of \$14.00.

Closed records and incomplete records will not be disseminated without the submission of fingerprints to assure positive identification. Blank fingerprint cards are available, free of charge, from the Central Repository.

*(It is the responsibility of the requestor to inform the Central Repository what records are desired and to provide the information necessary to conduct the appropriate search.)*

**REQUEST FOR CRIMINAL RECORD CHECK**

Reference No. \_\_\_\_\_  
(office use only)

SHP-158D 12/03 ~Please print or type~

Name (last, first, middle) \_\_\_\_\_

(Maiden/Alias) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Sex  male  female Race \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address \_\_\_\_\_

*I authorize the release of any criminal history record information to the requestor.*

Signature (optional) \_\_\_\_\_

*It is the responsibility of the requestor to inform the Central Repository of the records that are desired and to provide the information necessary to conduct the appropriate search. See attached copy for details.*

**PURPOSE**

**Employment:**

Child Care  Nursing Home  Home Health Care  Other Employment  Licensing

Other (specify) \_\_\_\_\_

**SEND REPLY TO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (include area code) \_\_\_\_\_

**PROCESSING FEE SCHEDULE AND METHOD OF PAYMENT**

(Per Sections 43.527 and -530, RSMo.)

Search based on *name, date of birth, social security no.*: \$5.00 per individual

Search based on *fingerprints and name*: \$14.00 per individual

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Fee is payable either by check, warrant, or money order to "State of Missouri, Criminal Record System."

Please forward the request and fee to:

Missouri State Highway Patrol  
Criminal Records and Identification Division  
Post Office Box 568  
Jefferson City, Missouri 65102