Hawaii Criminal Justice Data Center
REQUEST FOR CRIMINAL HISTORY RECORD CHECK

Reason for Request:

- ☐ Name-Based Search ($30)
- ☑ Access and Review ($30)
- ☑ Fingerprint Services/Card ($25)
- ☐ Other: _____
- ☐ Fingerprint-Based Search ($30)
- ☐ Card Scan Fee ($5)
- ☐ Wrongful Use of Name/SSN ($25)
- ☐ Certify ($20) ☐ Notarize

Part 1: To be completed by the requestor. Please clearly print all requested information regarding the person on whom the criminal record check is being conducted.

Full Name:	Last	First	Middle	Suffix (Jr/Sr)
Alias/Maiden:	Last	First	Middle	Suffix (Jr/Sr)

Date of Birth:	Place of Birth:	Citizenship:

Social Security Number:

Sex: ☐ Male ☐ Female

Race: ☐ Black ☐ Chinese ☐ Filipino ☐ Hawaiian ☐ Hispanic ☐ Japanese ☐ Korean ☐ Native American ☐ Other ☐ Samoan ☐ Tongan ☐ Unknown ☐ White

Height:	Weight:	Eye Color:	Hair Color:

Part 2: To be completed by the requestor. Please clearly print all the information requested below.

Requestor Name and Address	Forward Results to (if different from Requestor):
Name:	Name:
Address & Phone:	Address:

Requestor's Signature:	Date:

Part 3: To be completed by Fingerprinting Agency (Law Enforcement Only). Please seal fingerprint card in a stamped envelope to preserve the chain of custody.

Type of ID Checked & ID No.:	F/P Agency Name:	F/P Agency Phone Number:
Fingerprinter Name:	Fingerprinter Signature:	Date Fingerprints Taken:

Part 4: To be completed by HCJDC Only

Type of Search:	Results:		Completed by:
☐ Name	☐ No Match	☐ Full	
☐ Fingerprint	☐ Match SID: _____	☐ No Conv	
		☐ Conv Only	Date:

Mail form, payment, and fingerprint card (if applicable) to:
Hawaii Criminal Justice Data Center, Attn: CHRC
465 S. King Street, Room 102
Honolulu, HI 96813
Please include USPS postage paid
certified envelope to mail results via certified mail

The fee is payable by either cashier's check or money order to:
"State of Hawaii"
Personal checks and Cash are not accepted.
For more information call (808) 587-3279 or visit
http://hawaii.gov/ag/hcjdc