

STATE OF ALASKA
DEPARTMENT OF PUBLIC SAFETY
REQUEST TO CORRECT CRIMINAL JUSTICE INFORMATION
in the Alaska Public Safety Information Network (APSIN)

Submit forms to: Criminal Records and Identification Bureau
5700 East Tudor Road, Anchorage, Alaska 99507
Telephone: (907) 269-5766 Fax: (907) 338-1051

Requester Name (if not subject): _____ Subject Name: _____ Maiden/Alias name: _____ Mailing Address: _____ City/State/Zip: _____ Drivers License State / #: _____ Date of Birth: _____ SSN: _____ Telephone #: _____ Fax #: _____ Email: _____ Other (cell or message #) _____	Complete this section if the information believed to be inaccurate or incomplete in your APSIN criminal history was or will be used to deny a right or a privilege: Right or privilege: _____ Date and time granted / denied: _____ Person responsible for granting or denying privilege: Name: _____ Title: _____ Mailing Address: _____ Telephone: _____
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What is the problem with your criminal history? Be specific. Use the back of form to explain. **If court documents are available they must be attached.**

MISTAKEN IDENTITY / FALSELY ACCUSED: I was not arrested for (or charged with) this crime; information in my criminal history record identifying me is inaccurate. If you choose this reason, please make arrangements through this office to have your fingerprints taken. Provide the name of the person using your identity (if known).

CHARGE INFORMATION IN ERROR: The record shows the charge but something is wrong (e.g., the record shows DWI but the charge was reduced; the charge is listed as a felony but was reduced to a misdemeanor).

MISSING COURT OR PROSECUTOR DISPOSITION: The record shows an arrest but the final outcome of the charge is missing. If you choose this reason the final disposition documents must be provided.

WRONG COURT OR PROSECUTOR DISPOSITION INFORMATION: The record shows a disposition but it is wrong. (e.g., the record shows guilty but the charge was dismissed). Explain.

SET ASIDE INFORMATION IS MISSING: APSIN does not show that the conviction was set-aside. If you received a Suspended Imposition of Sentence (SIS) which was later set-aside, it will remain in APSIN. The disposition will change from "SIS" to "Set-Aside". Attach documents showing the conviction was set-aside.

Unsworn Falsification Statement
I certify under penalty of unsworn falsification (AS 11.56.210) that the information I am supplying on and with this form is true and correct.

Record Subject's Signature _____ **Date** _____

DPS Received: _____ DPS has information: Approved Denied
 DPS does not have information; forwarded to: _____ on _____ Due: _____
 Based on response received or lack of response by deadline, request Approved Denied

Per 13 AAC 68.200, you may appeal a denial to the Commissioner of Public Safety.

Criminal Records and Identification Bureau Use Only

<input type="checkbox"/> Subject purchased criminal history report	<input type="checkbox"/> Documentation provided: _____
<input type="checkbox"/> Subject did not purchase criminal history report	<input type="checkbox"/> Proof of identity provided _____
<input type="checkbox"/> The repository has sufficient information to make a determination about the subject's criminal history	<input type="checkbox"/> The repository does not have sufficient information to make a determination
<input type="checkbox"/> Notified requester that request is granted	<input type="checkbox"/> Requested additional information from requester Information requested _____
<input type="checkbox"/> If requester is the subject of the information, provided a copy of the corrected criminal justice information at no additional charge	Date requested _____
<input type="checkbox"/> The repository determined that the criminal justice information for which a correction, modification or addition was requested is accurate and complete. A denial letter was issued	Date received _____
<input type="checkbox"/> The denial letter includes information on requesting a final administrative decision from the commissioner.	<input type="checkbox"/> Another criminal justice agency is responsible for maintaining the criminal justice information. Request forwarded to _____
<input type="checkbox"/> Administrative decision requested	Date forwarded _____
	<input type="checkbox"/> Five day response required (right or privilege being denied) Start date: _____ End date _____
	<input type="checkbox"/> Thirty day response required Start date: _____ End date _____
	<input type="checkbox"/> Response time waived _____

Authorization:

AS 12.62.170 Correction of criminal justice information

AS 11.56.210 Unsworn Falsification

AS 12.62.900. Definitions.

13 AAA 68.200 Correcting criminal justice information

13 AAC 68.905. Definitions.