

MAIL \_\_\_\_\_ PICK UP \_\_\_\_\_ SCSO Key Number: \_\_\_\_\_

**APPLICATION TO OBTAIN A COPY OF LOCAL SUMMARY CRIMINAL HISTORY RECORD**

California Penal Code Sections 13300 and 13320 through 13326 afford persons concerning whom a local summary criminal history record is maintained in the files of the Shasta County Sheriff's Office the opportunity to obtain a copy of the record compiled from such files and to refute any erroneous or inaccurate information contained therein.

Submission of the requested information is necessary, as it will be used to determine if a record exists. Failure to supply this information may prevent this agency from providing you with a copy of your record. This application will be retained in your record folder if one exists. The Custodian of Records of the Shasta County Sheriff's Office is responsible for maintenance of the information. The mailing address is 300 Park Marina Circle, Redding, Ca 96001, telephone number 530-245-6025. Any criminal record existing concerning you will be forwarded via mail or other appropriate means agreed to by you and the Sheriff's Office.

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The undersigned hereby applies to obtain a copy of his/her local Summary Criminal History information.

**TYPE OR PRINT:**

Applicant's Name: \_\_\_\_\_  
Last First Middle

Also Known as  
(or maiden name) \_\_\_\_\_  
Last First Middle

Mailing address: \_\_\_\_\_  
Street Number Street Name

\_\_\_\_\_  
City State Zip Code

Driver's license number: \_\_\_\_\_ Social Security number: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

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If you wish this record forwarded to someone other than yourself, or if you wish this record mailed to an address different than the one above, please complete the following.

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street number Street name State Zip Code

X \_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**A fee of twenty-five (\$25.00) dollars, in the form of cash, a U.S. money order, certified local check, personal check, or cashier's check made payable to the SHASTA COUNTY SHERIFF'S OFFICE must accompany this application when no fingerprints are required. (CLEARANCE LETTER)**

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**RECEIPT # \_\_\_\_\_**

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### **EXAMINATION OF LOCAL RECORDS**

**Penal Code/Definitions; purpose.**

- (a) As used in this article, "record" with respect to any person means a local summary criminal history of information as defined in subdivision (a) of Section 13300, maintained under such person's name by the local criminal justice agency.**
- (b) As used in this article, "agency" means any agency or consortium of agencies.**
- (c) It is the function and intent of this article to afford persons concerning whom a record is maintained in the files of the local criminal justice agency, a reasonable opportunity to examine the record compiled from such files, and to refute any erroneous or inaccurate information contained therein.**

**Added by Stats. 1979. c. 849. Section 4**

**Penal Code/Application: Records relating to applicant; requirements**

**Any person desiring to examine a record relating to himself/herself shall make application to the agency maintaining the record in the form prescribed by that agency which may require the submission of fingerprints.**

**Added by Stats. 1979 . c. 849. Section 4**

**Penal Code/Fee**

**The agency may require the application be accompanied by a fee not to exceed twenty-five dollars (\$25/00), that the agency determines is equal to the cost of processing the application and making a record available for examination.**

**Added by Stats. 1979. c. 849. Section 4**