

**KANSAS BUREAU OF INVESTIGATION
CRIMINAL HISTORY RECORDS CENTRAL REPOSITORY**

Phone (785) 296-2454 Fax (785) 217-2377

REQUEST TO CHANGE CRIMINAL HISTORY

Directions: Complete this form to update an arrest or summons that was reported to Criminal History on a 10-print fingerprint card. The agency that submitted the arrest or summons is the only agency that can submit a change request.

Part I - Fill out all the fields to identify the proper criminal history record.

Part II - Only fill out the fields you wish to update.

Part III - Complete all spaces to authorize changes.

Deletions: This form cannot be used to delete an arrest from a criminal history record. If you need an arrest deleted you must write a letter on your agency letterhead explaining the deletion request in full detail.

Unarrest: There is no option to "unarrest" a subject. If the subject was arrested, released, and no charges will be filed then please fill out this form requesting the record to be updated to show "Released with no further action."

Part I. Identifiers currently shown in the central repository record:

Last Name		First Name		Middle Name
Date of Birth	SSN	Sex	Race	
SID Number	PCN	Transaction Number	Date of Arrest	

Part II. Data identified in the record above should be changed as follows:

Last Name		First Name		Middle Name
Date of Birth	SSN	Sex	Race	
Height	Weight	Eyes	Hair	Place of Birth
Address		City	State	Zip
ORI Update	Scars, Marks, Tattoos			
Statute	Literal			
Additional Information				

Part III. Agency Verification:

Contributor of Change	ORI		
Signature of Official Authorizing Change	Phone Number	Date	