

State of California, Department of Justice
Bureau of Criminal Identification and Information (BCII)
PO Box 903417
Sacramento, CA 94203-4170

APPLICATION AND DECLARATION FOR WAIVER OF FEE
FOR OBTAINING CRIMINAL HISTORY RECORD

I, the undersigned, declare that I am unable to pay the fee to obtain a copy of my criminal history record without impairing my obligation to meet the common necessities of life.

My current address is:

STREET

CITY

STATE

ZIP

I declare under the penalty of perjury that the foregoing is true and correct and was signed at

_____, California, on _____, 20_____.

Attached is verification of proof of indigence as required by California Penal Code § 11123.

PRINT NAME: _____

SIGNATURE: _____

Requesting CA Department of Justice (DOJ) Record Fee Waiver

In order to have the \$25 DOJ processing fee waived, you must provide proof of indigence, such as:

- ☐ Copy of Medi-Cal or Food Stamps Card
- ☐ Copy of Letter from SSI or Social Security, showing monthly grant
- ☐ Copy of Letter from Unemployment or Disability, showing monthly grant
- ☐ Copy of Letter from AFDC or General Assistance, showing monthly grant

AND

- ☐ Signed Declaration of Indigence (see other side)

Mail both documents to:

State of California, Department of Justice
Bureau of Criminal Identification and Information (BCII)
PO Box 903417
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Next Steps:

- If you do not receive the Request from the DOJ in about 2 weeks, call **916.227.3835** to inquire about the status of your request.
- If the DOJ approves your Fee Waiver Request, the DOJ will mail you a **pre-printed Record Request Form**. Fill in all of your personal information. Take (1) the completed original form, along with a (2) valid photo ID and (3) the fingerprinting fee to a local LiveScan operator. Keep a copy for your records.
- You should receive your DOJ Record (Rap Sheet) in about **4-6 weeks**.