
Rap Sheets

What Is A “Rap Sheet?”

If you have ever been arrested in Illinois and fingerprinted, you will have an Illinois State rap sheet. A “rap sheet” or “yellow sheet” is a record of your arrest and conviction history in Illinois State. Rap sheets are maintained by the Illinois Department of State Police, Bureau of Identification (BOI), in Joliet. Each time that you are arrested and fingerprinted, the police department sends a report of the arrest to the BOI. If you have been arrested previously, the BOI adds the new information to your computer file; if not, a file is created for you.

The BOI keeps track of arrests in Illinois only. Criminal cases from other states and federal cases will not appear on your Illinois state rap sheet. The FBI keeps a complete list of all arrests across the country, and your BOI file may have a notation of your FBI computer code number.

The state and local courts send information to the BOI to update your file. If you fail to appear on your assigned court date and a bench warrant is issued for your arrest, the court tells the BOI and the warrant is added to your record and will appear on your rap sheet. After a judge has entered a final decision in your case, the court contacts the BOI to report the outcome. This information is also known as the “disposition” of the case.

Types Of Dispositions

There are many possible dispositions that could appear on your rap sheet. Some common dispositions include, “CONVICTED UPON A PLEA OF GUILTY,” “DISMISSED,” and “STRICKEN ON LEAVE.” It is extremely important that you understand the outcome of your cases. You must know which cases resulted in criminal convictions and which cases did not result in a criminal conviction. Below is a list of the most common types of dispositions and whether they are considered criminal convictions under Illinois state law:

Dismissal is the equivalent of an acquittal. All charges are dropped and you retain the same status you had prior to the arrest. A dismissal **is not** a conviction.

Supervision (followed by discharge and dismissal) can be given for most misdemeanor offenses. Court supervision suspends the judgment in a case for a certain period of time, generally six months to a year. A guilty judgment will not be recorded if you comply with the conditions of court supervision for the duration of your sentence. If you successfully complete the sentence, you **do not** have a criminal conviction.¹

Drug cases where probation is followed by discharge and dismissal mean the court will sentence you to probation and

¹ Criminal Sentencing pamphlet, IL. Criminal Justice Information Authority.

defer proceedings until the end of the probation period. If you fulfill the terms and conditions of the probation, the court will discharge you and dismiss the proceedings against you. This **is not** a criminal conviction, but is only available for first time offenders.² This type of probation is classified as 710 or 1410 and is generally for first time drug offenders who agree as part of their probation, to go into drug treatment. In general, persons convicted of possession with intent to deliver or delivery of controlled substance/narcotics are not eligible.

Class X, Class 1, 2, 3 and 4 felonies, Class A, B, C misdemeanors are criminal convictions if you are convicted either through a plea, bench or jury trial, and are not given supervision or drug probation.

Conditional discharge is a probation sentence that requires you to comply with conditions set by the court. If you are sentenced to a conditional discharge you are not required to report to a probation officer. However, if you fail to comply with the conditions set by the court, the discharge can be revoked. Conditional discharge **is** a criminal conviction, although it may not involve imprisonment.³

Periodic imprisonment requires you to report to a correctional facility (usually a county jail) daily for a set period of time imposed by the Judge. If you are sentenced to periodic imprisonment you are able to remain in school or work while serving your sentence. Periodic imprisonment **is** a criminal conviction.⁴

Home confinement requires you to remain in your home for a period of time specified by an order of probation. Home confinement **is** a criminal conviction.

Traffic infractions are usually charged in the form of a summons and do not require an arrest and are usually not considered criminal convictions. A very select few infractions are reportable.

Remember: Even if your case was dismissed, or you were convicted but served no time in jail, you will still have a BOI record for the underlying arrest.

Who Can See Your Illinois Rap Sheet

Conviction information **is** considered **public information** in Illinois.⁵ Since 1991, the Illinois Uniform Conviction Information Act (UCIA) has permitted conviction information to be released to the public upon request. Conviction information is information relating to a judgment of guilt or a plea of nolo contendere (no contest). The term includes all prior and subsequent criminal history events that relate directly to the judgment of guilt or no contest. Therefore, conviction information includes the notation of arrest, the notation of charges filed, the sentence imposed, the fine imposed, and all related probation, parole and release information. Information is not “conviction information” when a judgment of guilt is reversed or vacated (wiped off), the charges are dismissed or the disposi-

² 720 ILL. COMP. STAT. 550/10; 720 ILL. COMP. STAT. 570/41.

³ Criminal Sentencing pamphlet, IL. Criminal Justice Information Authority.

⁴ Criminal Sentencing pamphlet, IL. Criminal Justice Information Authority.

⁵ 20 ILL. COMP. STAT. 2635/2.

tion is not a criminal conviction (supervision followed by discharge and dismissal or drug case probation followed by discharge and dismissal).⁶

All requests for conviction information must be submitted on a Conviction Information Request form. Information can be requested on either a non-fingerprint request form or a fingerprint request form.

A **Non-Fingerprint Conviction Information Request** is based on identifiers, such as name, sex, race and date of birth, and will result in a search that matches those identifiers. A **Fingerprint Conviction Information Request** will result in a fingerprint-based record search, and any criminal history record information provided confirms positive identification of the person who matches the fingerprints.

The following groups are entitled to view your conviction history.

The Public

Conviction information can be released to the public upon request. Any person who would like to receive your conviction history can do so by submitting a non-fingerprint or fingerprint conviction information request form.

Private And Public Employers And Occupational Licensing

Employers and occupational licensing agencies may request conviction informa-

tion.⁷ They must request conviction information using the same request forms as the public. An employer or licensing agency that wishes to conduct a criminal background check on you **is obligated to obtain your signed release**. The employer or licensing company is required to maintain the signed release on file for two years.⁸

The BOI will send the employer or licensing company a copy of its response and the employer or licensing company is required to provide you with a copy of the response. You must notify the employer of inaccurate or incomplete information within seven working days after receiving a copy of your record. You may also initiate proceedings directly with the BOI to challenge or correct a record given to an employer or licensing company.⁹ Such a challenge will be given a priority over other individual record review challenges filed with the BOI. The BOI is required to notify an employer if a subsequent disposition of conviction or a subsequent modification of conviction information has been reported to the BOI within thirty days of responding to the employer.¹⁰

Criminal Justice And Law Enforcement Agencies

Criminal justice agencies and peace officers have the right to review not only conviction information, but also criminal history record information. Therefore,

⁶ 20 ILL. COMP. STAT. 2635/3.

⁷ 20 ILL. COMP. STAT. 2635/7.

⁸ 20 ILL. COMP. STAT. 2635/7.

⁹ 20 ILL. COMP. STAT. 2635/7.

¹⁰ 20 ILL. COMP. STAT. 2635/12.

they **are entitled** to view your arrest history as well as your convictions. Criminal justice agencies are also entitled to view any criminal violations of municipal local ordinances for which you have been arrested.¹¹

Bonding Agencies

A bond is a kind of insurance policy that an employer takes out on an individual employee to protect the employer in case that employee steals from the company or from its customers. The agencies that issue bonds can also obtain your rap sheet when they are deciding whether to bond you.

You

You also have the right to see your own rap sheet. You are entitled to view both your arrest and conviction history. Expunged material will not show up on your rap sheet. (See p. 19 for a full discussion of expungement.) The process for reviewing your rap sheet is explained on pp. 6-8.

Why You Should Review A Copy Of Your Rap Sheet

There are four good reasons to review a copy of your rap sheet.

1. You can check for mistakes.

Rap sheets are often incomplete and may contain mistakes that can reflect badly on you and make it harder to get a job if seen by an employer or anyone else. For example, a rap sheet might contain duplicate entries that make one arrest and conviction look like several convictions. You can correct errors if you review your record before you are fingerprinted for a job.

2. You may not remember everything.

Illinois state law permits employers to ask job applicants about their criminal convictions. If you do not answer truthfully and completely and the employer finds out, you can be denied a job or fired. Therefore, it is important to view your rap sheet to help you remember the specific details of your criminal history so that you can fill out job applications accurately. Your rap sheet will identify the charges, the names of the courts in which you were tried, and the crimes that you were convicted of. You will need this information if you are asked to explain your criminal convictions on job applications.

Also, court proceedings can be very confusing and you may not fully understand the outcome of a case. Sometimes, a person pleads guilty to a charge and receives a conditional discharge without

¹¹ 20 ILL. COMP. STAT. 2635/23, 20 ILL. COMP. STAT. 2635/3.

realizing that it is a conviction of a criminal offense that must be reported if a job application asks about criminal convictions. If you review your record before filling out a job application, you will be able to list your convictions accurately. Then, an employer cannot fire you for lying.

3. You can prepare for a job interview.

Once you provide written consent, employers and licensing agencies have a legal right to obtain a copy of your rap sheet. Employers may also just ask you to list and describe your criminal convictions. If you know exactly what your record reveals before you apply for a job or license, you will have the opportunity to think about the best way to talk about your convictions with the job interviewer. For example, your rap sheet may report a conviction for a drug-related crime. An employer who sees this conviction might assume that you are currently a drug abuser. If you look at your record before your interview, you can prepare to talk about this issue with the employer. You might then decide to present a letter from your drug treatment program as proof of your rehabilitation and recovery.

4. You may qualify to petition for expungement.

Reviewing your rap sheets will allow you to determine whether any of your arrest

information can be expunged. You may apply for expungement only if an arrest **did not** result in a conviction, or the plea or finding of guilty. (See p. 19 for a full discussion of expungement.)

What To Look For When You Review Your Rap Sheet

The first thing you should do when you review your rap sheet is check it carefully for mistakes. Rap sheets very often contain one or more mistakes. The simplest explanation for this is that your case was handled by a number of different agencies: the arresting agency, the prosecutor's office, the court, the correctional facility, the probation or parole department and, finally, the Illinois Department of State Police. There are plenty of opportunities for part of your file to get lost or for someone to make an error at some stage of the process.

Here are some common mistakes:

Incorrect entries

Any computer system is subject to human error. For example, one man's rap sheet reported that he was convicted of murder when, in fact, he had been arrested for shoplifting and had pled guilty to that

offense. A simple error in typing the penal code number resulted in a terrible mistake. Check your rap sheet carefully to make sure that, as far as you can tell, all the information on your rap sheet is correct.

Double entries

Sometimes, information about one arrest will get split into two or more separate entries on your rap sheet. This mistake makes your criminal record look longer and more serious than it is.

False information

If someone who is arrested uses your name, your rap sheet might contain arrests or convictions that are not yours. If this falsification was not caught at the police station, trial court, or correctional facility, it generally will not be caught later on by other agencies.

Cases that can be expunged but aren't

You may be able to expunge certain cases from your record. (See p. 19 for a full discussion of expungement.)

How To Review A Copy Of Your Illinois Rap Sheet

The process for reviewing a copy of your rap sheet is called **Access and Review**.

You can start this process at any law enforcement agency or correctional facility. These agencies are also called reviewing agencies. The following is a step-by-step guide to completing the Access and Review process.¹²

STEP 1

Fill out the **Access and Review Card** at the reviewing agency (see Form #1, Access and Review Card, on p. 7). The reviewing agency will fingerprint you. The reviewing agency will forward this form to the Bureau of Identification (BOI). Agencies may charge you a fee for access and review requests. This fee may be waived.

STEP 2

The reviewing agency will contact you within 90 days to give you an opportunity to review your rap sheet at their facility. Your rap sheet will include identifying information, such as your name, date of birth, and social security number.

STEP 3

The reviewing agency will review your rap sheet with you. You **cannot** keep the rap sheet or copy it. You may be able to keep a copy of your rap sheet if the reviewing officer blacks out your identifying information. The reviewing agency should inform you of your right to challenge any or all of the information contained on your rap sheet. If you are

¹² ILL. ADM. CODE tit. 20, §§ 1210.10 - 1210.40.

Form #1, Access and Review Card


(All fields marked in **BOLD>** are mandatory)

ACCESS AND REVIEW CARD

Document Control Number
L27334533

Submitting Agency ORI - NCIC
IL

Transaction Control Number



FRM1630L27334533

Subject's Last Name

First Name

Middle Name/Suffix

Date of Birth

Place of Birth

State Identification Number
IL

Chicago P. #

FBI #

Sex

Race

Height

Weight

Hair

Eye

Skin

Social Security Number

Drivers License Number

DL State

Alias Last Name

First Name

Middle Name/Suffix

Alias Date of Birth

Agency Case Number

Date Fingerprinted: / /

Requesting Officers Name

Fingerprint Images

1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

ILLINOIS STATE POLICE BUREAU OF IDENTIFICATION

ISF 6-406 (7/04)

satisfied that your record is accurate and complete, the transaction is considered complete.

Other Options For Reviewing Your Illinois Rap Sheet

There are a couple of other ways you may be able to see (and perhaps get a copy of) your rap sheet. First, when you go to court for a criminal case, your lawyer is given a copy of your rap sheet when you are arraigned. If you did not have a lawyer, the copy should have been given to you. This copy will stay in your lawyer's file and you can ask to see it. This option may not be open to you if your case is concluded. You can also go to the County Clerk's Office to review your file if you did have a criminal case. The rap sheet should be in the file. Accessing this file should be possible at no cost to you.

Second, if you are currently on parole or probation or were recently released, your parole or probation officer may have a copy of your rap sheet in his or her files. You may ask to see it.

Please be aware that the rap sheet your defense attorney or your probation or parole officer has may not be as complete as the copy of the rap sheet you receive through an Access and Review. A rap sheet from the BOI will list all of your criminal history information.

How To Obtain And Correct Mistakes On Your FBI Rap Sheet

You can obtain a copy of your FBI rap sheet by writing to:

U.S. Department of Justice
Federal Bureau of Investigation
1000 Custer Hollow Road
Clarksburg, WV 26306

Your letter to the FBI should indicate that you are making your request under the Freedom of Information Act. Your request should include your name, address, date and place of birth, and a complete set of fingerprints. The FBI will charge you \$18 for your FBI record, unless you send them a notarized letter explaining that you cannot pay the fee.

If you find errors on your FBI record relating to your criminal history in Illinois, contact the BOI. This agency reports criminal information to the FBI. Therefore, it is important to initiate a dispute at the state level through an Access and Review, and then request that the corrected information be forwarded to the FBI.

How To Read Your Illinois Rap Sheet

The sample rap sheet on pp. 10-18 is an example of what you will receive if you initiate an Access and Review (a request

for your own rap sheet). Be aware that the rap sheet an employer or the public receives will not include information about expunged materials or arrests that did not lead to convictions.

Your rap sheet is divided by horizontal lines. Each section between those horizontal lines usually refers to a different criminal case, but that is not always so. To assist you in understanding the Illinois State rap sheet, **Key 1** (p. 10) explains the technical part of the sample rap sheet and **Key 2** (p. 11) identifies the information you, an employer, or the public has access to.

Arrests That Happened When You Were A Youth

Who Is Considered A Minor?

In Illinois, a person under seventeen years of age is considered a minor and not criminally responsible for his or her conduct. In general, a person under seventeen who is accused of taking part in conduct that would otherwise subject him or her to criminal charges will be processed in Juvenile Court, and, if found guilty, will be adjudicated a delinquent offender. Most juvenile adjudications are eligible to be expunged (see p. 23). There are laws in Illinois where youth, as young as age thirteen, who are accused of serious crimes, can be tried in adult criminal court.¹³ Any person seventeen years or older is considered an adult and may be tried and convicted of criminal charges.

Who Generally Has Access To Juvenile Records?

Most juvenile arrest information is kept in Juvenile Court Files and **is not** available to the general public except under special circumstances.¹⁴ Whether the general public has access to juvenile information depends on the seriousness of the minor's offense or whether the minor committed this same type of offense previously. In certain cases, the name, address, and offense of a minor – but not the entire court file – are available to the general public.¹⁵ All policing bodies of Illinois send to the BOI fingerprints and descriptions of all minors age ten and older who have been arrested for an offense that would be a felony if committed by an adult, and may forward such fingerprints and descriptions for minors arrested for Class A or B misdemeanors.¹⁶ As this information is still considered juvenile information, generally only juveniles, their parents or legal guardians, criminal justice agencies, and the juvenile's lawyer have access to his or her record. In cases involving sex offenses, the victim and his or her attorney also have access to this information.¹⁷

In addition, in limited circumstances a juvenile's criminal record may be made available to the minor's school or potential employers, including law enforcement agencies, correctional institutions, and fire departments.¹⁸ If an applicant is applying for a law enforcement position, the law enforcement agency is permitted to view juvenile court records of those adjudicated a delinquent minor.¹⁹

¹³ 705 ILL. COMP. STAT. 405/5-805(3).

¹⁴ 705 ILL. COMP. STAT. 405/5-901.

¹⁵ 705 ILL. COMP. STAT. 405/5-901.

¹⁶ 20 ILL. COMP. STAT. 2630/5-a.

¹⁷ 705 ILL. COMP. STAT. 4/5-901(a).

¹⁸ 705 ILL. COMP. STAT. 405/1-8(E) - (F).

¹⁹ 705 ILL. COMP. STAT. 405/5-901(7).

KEY 1 to Sample Illinois State Rap Sheet

1. Illinois State Identification Number
2. A person's identifying information: This information would go to an employer.
3. Chicago Internal Rap Sheet Number: This number is only issued if arrested in Chicago.
4. Federal Bureau of Identification Number
5. Illinois Department of Corrections Number
6. Firearm Owners Identification
7. Naturalization Number
8. Document Control Number: This number links an arrest to all proceedings that may follow.
9. Agencies Identification Number: Each agency (arresting agency, prosecuting attorney's office, and correctional facility) has their own NCIC number.
10. Arrest charges and the statutes that pertain to those charges
11. CSAOD (Conspiracy, Solicitation, Attempt, Original Charge)
12. Class: This means the type of crime, either a misdemeanor or felony.
13. Bond Information
14. State's Attorney Section: This information includes the prosecutors' charges.
15. Custodial: Indicates that a conviction occurred and time was served.
16. Indicates where time was served
17. Indicates the conviction
18. Sentence information

KEY 2 to Sample Illinois State Rap Sheet

Cases without a disposition:

Sections A, B, and G would not appear on a rap sheet that an employer requests because no court data was received regarding the outcome of these cases. If your rap sheet indicates “No Court Data Was Reported” or “Pending,” the information would still not appear on a rap sheet requested by an employer. However, if the BOI receives a request for your rap sheet from an employer, the BOI may initiate a court search to determine the outcome of these cases. These cases may have resulted in convictions **which would be** reported if discovered by BOI. Under these circumstances, it may be in your best interest to obtain dispositions for these types of cases.

Cases that resulted in convictions:

Sections C, D, and E indicate convictions. Sections C and E do not indicate the arrest charges. Arrest charges on Illinois rap sheets are usually reported in the same section as convictions or at least near conviction information. Section D is an example of a section that starts with the arrest charges and terminates with outcome of the case. You can link an arrest to the proceedings that follow that arrest by paying particular attention to the Document Control Number (DCN) in each section.

Remember, only conviction information is given to an employer. All of Section C and E **would appear** on a rap sheet that an employer requests. Please pay attention to the marked information in Section D that identifies what would be given to an employer.

Cases that would not show up on a rap sheet requested by an employer:

Section F is a case whose disposition was “Stricken on Leave,” which indicates that there was not enough evidence to prosecute. This type of disposition allows the State Attorney’s office 120 days to build a stronger case. This type of case is treated like a dismissed case, unless the State Attorney’s Office decides to prosecute. Therefore, this section **would not** be given to an employer upon request.

Section H indicates that this person initiated an Access and Review. These sections are included as a record of that process, but would not appear if an employer requested your rap sheet.

Section I indicates that the arresting agencies did not press charges. Therefore, this section **would not appear** on a rap sheet requested by an employer.

Sample Illinois State Rap Sheet



ILLINOIS STATE POLICE

Division of Administration
260 North Chicago Street
Joliet, IL 60432-4075

Criminal History Of : CLOWN, BOZO THE
(Last Known Name) State Identification Number : IL 99817760 **1**

Conviction Status : FELONY CONVICTIONS

Custodial Status: RECEIVED

Custodial Status Date: 10/24/2000

Alias Name(s)	Date of Birth
ADAMS,JOHNNIE	01/01/1901
ANOTHER,TEST	02/22/1911
ANTHONTM,	01/03/1912
ANTHONY,SUSAN B	01/02/1915
CAROL,TESTING	01/02/1920
CATESCA,TESTINGCAROL	03/04/1941
CLOWN,BOZO THE	12/07/1942
CLOWN,BOZO	00/00/1950
CUST,TEST	01/01/1950
CUSTODIAL,TESTING	12/02/1953
DOE,JOHN	06/14/1960
JAMES,	08/15/1965
JONES,MICHAEL S	02/01/1970
JONES,MIKE	02/02/1970
ORP-ONE,PRODUCTION ONLY	10/25/1974
TEST,DUMMIE	02/29/1980
TEST,RECORD ONLY	
TEST,TEST TEST	
TEST,TEST	
TESTING,AGAIN	
TURNER,CHARLES	

SUBJECT IDENTIFICATION DATA

Sex: FEMALE / MALE **2**

Race: ASIAN OR PACIFIC ISLANDER / BLACK / WHITE

Height: 601

Date Reported: 01/19/1994

FBI#: **4**

Weight: 100

Date Reported: 01/19/1994

Chicago ID#: IR998877 **3**

Eyes: BLACK / BLUE / BROWN / HAZEL / MULTICOLORED

Hair: BLACK / BLOND OR STRAWBERRY / BROWN / AUBURN OR RED

Skin: MEDIUM

Scars/Marks/Tatoos TAT L LEG	Place of Birth ILLINOIS LOUISIANA UNITED STATES OF AMERICA	Drivers License Number	DL State
---------------------------------	---	------------------------	----------

Social Security Number 348668820	Miscellaneous Number OA-ID123456 OA-ID42806 OA-ID49026	Palm Prints Available
-------------------------------------	---	-----------------------

Photo Available	5 IDOC#	6 FOID#	7 INS#
-----------------	----------------	----------------	---------------

Occupation	Date Reported
Employer	Date Reported
Basis for Caution	Date Reported

CRIMINAL HISTORY DATA

Arrest

A

DCN: P12345678 **8** Date of Arrest: 01/12/2001
 Name: CLOWN, BOZO THE Date of Birth: 01/01/1901
 Residence:

Arresting Agency: ISP DOA BUREAU OF IDENTIFICATION NCIC: IL0998900 **9**
 Agency Case Number: 123456789 Officer Badge Number: Photo Available: NO

10 Arrest Charges

Count	Statute Citation	Literal Description	11 CSAOD	Class 12
1	0 ILCS 0.0/00-00	UNSPECIFIED STATUTE	0	Z
Arrest Type:		Date of Offense:		

13 Bond Information

Date Bonded: Bond Receipt#: Bond Amount: Bond Deposit:

14 States Attorney Section

Filing Decision: DIRECT FILED WITH COURT Decision Date: 01/12/2001

Count	Statute Citation	Literal Description	CSAOD	Class
1	0 ILCS 0.0/00-00	SOLICITATION UNSPECIFIED STATUTE	S	Z

Arrest **D**

DCN: 907081754
Name: ADAMS, JOHNNIE
Residence:

Date of Arrest: 01/19/1994
Date of Birth: 06/14/1960

Arresting Agency: JOLIET POLICE DEPARTMENT
Agency Case Number: 49027

Officer Badge Number:

NCIC: IL0990700
Photo Available: NO

Arrest Charges					Not a conviction Will not appear
Count	Statute Citation	Literal Description	CSAOD	Class	
1	38-11-5	CONT SEX DELINQUENCY OF CHILD	O	Z	
Arrest Type:		Date of Offense: 01/18/1994			

Count	Statute Citation	Literal Description	CSAOD	Class	A conviction Will appear
2	56.5-2307	POSS ANABOLIC STEROID	O	Z	
Arrest Type:		Date of Offense: 01/18/1994			

Bond Information

Date Bonded:	Bond Receipt#:	Bond Amount:	Bond Deposit:	Not a conviction Will not appear
States Attorney Section Filing Decision: FILED				
Count		Literal Description	CSAOD	Class
1		38-11-5	CONT SEX DELINQUENCY OF CHILD	O Z
Decision Date:				

Agency Name: WILL COUNTY STATE'S ATTORNEY
Court Case Number: 99CM875

NCIC: IL099013A

Court Charges/Disposition

Count Statute Citation Literal Description
1 38-11-5 CONT SEX DELINQUENCY OF CHILD
Disposition: NON GUILTY/GUILTY OF LESSER AND INCLUDED OFFENSE Disposition Date: 05/14/1994
Case No: 49027
Agency Name: WILL COUNTY CIRCUIT COURT

CSAOD Class

O

Not a conviction
A Will not appear

NCIC: IL099015J

Count Statute Citation Literal Description
2 56.5-2307 POSS ANABOLIC STEROID
Disposition: GUILTY/10 ILS 305/10-102 Disposition Date: 05/14/1994
Case No: 49027
Agency Name: WILL COUNTY CIRCUIT COURT

CSAOD Class

O

Z
A conviction
Will Appear

NCIC: IL099015J

Custodial **E**

DCN: 000140562
Name: DOE, JOHN
Residence:

Date Received: 01/01/1994
Date of Birth: 02/22/1911

Subject Institution Number:
Confining Agency: DU PAGE COUNTY SHERIFF'S OFFICE
Agency Received From: DU PAGE COUNTY SHERIFF'S OFFICE

Photo Available: NO
NCIC: IL0220000
NCIC: IL0220000

Custodial Status	Status Date	Agency Name
RECEIVED	01/01/1994	DU PAGE COUNTY SHERIFF'S OFFICE

Arrest **F**

DCN: 014027127
Name: JONES, MICHAEL S
Residence:

Date of Arrest: 07/03/1992
Date of Birth: 12/07/1942

Arresting Agency: WILL COUNTY SHERIFF'S OFFICE

NCIC: IL0990000

Agency Name: WILL COUNTY STATE'S ATTORNEY

NCIC: IL099013A

Access Review **H**

DCN: 50232211X

Name: DOE, JOHN

Date of Birth: 02/22/1911

Residence:

Access Review Date: 05/04/1989

Record Challenge Date: 05/03/1989

Administration Review Date: 03/30/1990

Administration Appeal Date:

Agency Name: ISP DOA BUREAU OF IDENTIFICATION

NCIC: IL0998900

Item Challenged

Record Access and Review
ADMINISTRATIVE REVIEW

Decision

Decision Date
03/30/1990

Record Access and Review
RECORD CHALLENGE

Decision

Decision Date
05/04/1989

Arrest **I**

DCN: CB0000002

Date of Arrest: 11/14/1981

Name: ORP-ONE, PRODUCTION ONLY

Date of Birth: 02/22/1911

Residence:

Arresting Agency: CHICAGO POLICE DEPARTMENT

NCIC: ILCPD0000

Agency Case Number: X

Officer Badge Number:

Photo Available: NO

**** RELEASED WITHOUT CHARGING ****

Arrest Charges

Count	Statute Citation	Literal Description	CSAOD	Class
1		ARMED ROBBERY/DISCH F/ARM/HARM	O	X

Arrest Type: Date of Offense: 11/14/1981

Bond Information

Date Bonded:	Bond Receipt#:	Bond Amount:	Bond Deposit:

Custodial

DCN: C00000003

Date Received: 10/30/1981

Name: ORP-ONE, PRODUCTION ONLY

Date of Birth: 02/22/1911

Residence:

Cleaning Up Your Rap Sheet

Correcting Mistakes On Your Rap Sheet

At the time of your review, if you are not satisfied that your CHRI is accurate, you should follow the steps listed below to correct mistakes.²⁰

STEP 1

Send a written request to the Department of State Police to fix the record. (See Model Letter #1 on p. 20.) You need to state specifically what information you are challenging.

STEP 2

If you are not satisfied with the BOI's response to your request, you have the right to pursue the matter through the BOI's general hearing procedures. These procedures require that you petition for relief to the BOI in writing. Once the Department has received your petition, it will investigate the circumstances. The Director of the State Police may request additional information, including scheduling a fact-finding conference with you.

STEP 3 (if necessary)

If the Director does not provide relief, you can petition for a hearing with an administrative law judge.

Expunging Adult Cases

If you have arrests that did not result in a conviction, you might be eligible to have those records expunged. **However, if you have even one conviction on your record, nothing on the record can be expunged.** A conviction is considered to have occurred if the client has served any time, if the court orders the client to pay a fine or court costs in a criminal matter (not including bond money), if probation is ordered (other than for certain drug offenses), or if conditional discharge is ordered.

The only cases that may be expunged are those that have not resulted in a conviction, such as:

Dismissal or not guilty order, including arrests where charges were never brought. These cases can be expunged immediately.

Supervision order that can be given for most first time misdemeanor offenses. Court supervision suspends the judgment, and a finding of guilt is generally not recorded if the offender complies with the conditions of the court supervision for the duration of the sentence. You qualify for expungement two years after discharge and dismissal of supervision.²¹

²⁰ ILL. ADM. CODE tit. 20, §§ 1210.10 - 1210.40.

²¹ 20 ILL. COMP. STAT. 2630/5.

Model Letter #1, Challenging errors on your rap sheet

(your address)

(date)

State of Illinois
Illinois State Police
Division of Forensic Services and Identification
260 North Chicago Street
Joliet, Illinois 60431-1060

Dear Sir/Madam:

I reviewed my criminal record on **(specify date)**. I have found the following errors on my rap sheet:

#1 _____ **(specify error)**

#2 _____ **(specify error)**

#3 _____ **(specify error)**

If you need any additional information, please contact me at any time.

Please notify me of the agency's decision.

Sincerely,

(your name)

Cases involving a sentence of supervision or probation for **special charges** which include:

- Uninsured Motor Vehicle (Supervision)
- Suspended Registration for Non-Insurance (Supervision)
- Display of False Insurance (Supervision)
- Scrap Processor to Keep Records (Supervision)
- Reckless Driving (Supervision)
- Domestic Battery (Misdemeanor/Supervision)
- Criminal Sexual Abuse (Misdemeanor/Supervision)
- Aggravated Battery of a Child (Probation)
- Offense of Retail Theft (Misdemeanor/Supervision)
- Cannabis Control Act/First Time Offender (Probation 710)
- Controlled Substance Act/First Time Offender (Probation 1410)
- Steroid Control Act (Probation)
- Alcohol and Drug Dependency Act (Probation)

You qualify for expungement after five years discharge and dismissal of that supervision/probation.

How Do I Apply To Have My Records Expunged?

The process for expungement is based on the rules in your municipal district and may differ according to that district.²² It is important to first contact the relevant court in your district and confirm the proper procedures and expungement forms. Usually, you can obtain expungement forms from the Clerk of the Circuit Court. (See pp. 24-25 for sample expungement forms.) The Clerk's Office is prohibited from preparing the forms, advising the parties how to complete the forms or advising the parties which form is required.

In order to apply for expungement, you must first obtain a certified copy of a disposition for each case you wish to have expunged. These copies cost approximately \$6 and can be obtained from the court clerk where the case you are petitioning was prosecuted. In filing an expungement petition, you must:

1. Prepare the document correctly.
2. File the original and four copies of the "Petition to Expunge and Seal." (See p. 25.)
3. Attach a copy of the disposition for each case.
4. Pay the filing fee of \$60: **Do not** list one case per petition or you will be charged \$60 per petition. Also, in rare cases, you may be able to have costs

²² 20 ILL. COMP. STAT. 2630/5.

waived if you can show poverty/no income. Check with the Clerk for details.

5. Serve copies of the petition on the required parties (the prosecutor/State's Attorney).

6. Comply with any other legal requirement.

The Clerk will collect the filing fee, process the forms and notify you (the petitioner) of the Judge's decision. Do not expect immediate results if you are trying to expunge a case. The criminal justice system in Illinois is busy and the expungement process is a lengthy process. You will probably receive a decision six to eight months after filing your petition.

You should remember that expungement is discretionary and can be denied. If the records are expunged, they will not be able to be opened without a court order. The expunged record can still be used for sentencing by the Department of Corrections, arresting authority, State's Attorney, or by the Court if the individual is arrested for a similar or identical case.²³

You should contact your attorney, the Public Defender's Office, or an organization such as the Bar Association if you have any questions regarding any part of the expungement process. We have listed some organizations that may be able to assist you on p. 28.

What Does It Mean If A Case Is Expunged?

If a judge rules in your favor and your case is expunged, you will not have to report expunged crimes and these cases will not appear on your rap sheet. The specific effect of the expungement depends upon the type of case. Your file will be sealed, impounded (removed and segregated from other files and prohibited public access), or expunged.

Acquittals or release without conviction:

- The Arresting Police Agency **will expunge** the arrest from its records and will request the return of all identification materials from any other repositories and custodians of statistics that were previously notified of this arrest by the arresting agency. This means that your file folder will be marked "EXPUNGED," stored in a locked cabinet, and deleted from automated records.²⁴
- The BOI **will expunge** their files of the record of arrest.
- The Circuit Court Clerk **will seal** your file, and your name will be removed from the official index maintained by the Circuit Court Clerk. The file folder will be marked "SEALED" and stored in a locked cabinet. Any record of a sealed case will either be printed and

²³ 20 ILL. COMP. STAT. 2630/5.

²⁴ The Administrative Office of the Illinois Courts, Manual on Record Keeping, 2nd Ed. 1996, Section L.

included in the sealed file folder and deleted from the system, or it will be accessible only by the clerk or a specifically authorized deputy.²⁵

Discharge and dismissal of supervision:

- The Arresting Police Agency **will expunge** the arrest from its records and will request the return of all identification materials from any other repositories and custodians of statistics that were previously notified of this arrest by the Arresting Agency.
- The BOI **will expunge** their files of the record of arrest.
- The Circuit Court Clerk **will impound** this file.²⁶

Discharge and dismissal of special charges:

- The Arresting Police Agency **will expunge** this arrest from its records and request the return of all identification materials from any other repositories and custodians of statistics that were previously notified of the arrest by the arresting agency.
- The BOI **will seal** their files and records of the arrest and the record, once sealed, may be disseminated only as required by law.
- The Circuit Court Clerk **will impound** this file.

Expunging Juvenile Cases

Unlike adults, records of arrest and delinquency adjudications can be expunged when a person reaches the age of seventeen or two years after the proceedings end — whichever is later. If you have more than one adjudication for delinquency, you must wait until you reach age twenty-one or until five years after the proceedings end — whichever is later.

You **cannot expunge** juvenile adjudications for criminal activity that would constitute first degree murder or a sex offense, which would be felonies if committed by an adult. You can petition the court for expungement of juvenile records only if you have no convictions for any crime since your seventeenth birthday.

Petitions are available at the Juvenile Court at the Chief Judge's Office. The Court holds hearings for juvenile expungement requests. However, the juvenile does not have to be present for the hearing and a parent or attorney can appear in their place. An attorney is not required for these hearings. There is a filing fee of approximately \$64 for each petition, although you can apply for a fee waiver with the Court at the same time if your income is low enough to qualify.²⁷

²⁵ The Administrative Office of the Illinois Courts, Manual on Record Keeping, 2nd Ed. 1996, Section L.

²⁶ The Administrative Office of the Illinois Courts, Manual on Record Keeping, 2nd Ed. 1996, Section L.

²⁷ 705 ILL. COMP. STAT. 405/5-915.

Expungement Form #1, Petition To Expunge

THIS FORM IS TO BE USED FOR CASES INVOLVING ACQUITTAL, RELEASE WITHOUT CONVICTION OR FOR CASES INVOLVING A SENTENCE OF SUPERVISION FOR CHARGES NOT SPECIFIED IN 20 ILCS 2630.5(a)

(This form replaces CCG 0056)

(Rev. 1/17/01) CCCR 0011

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

THE PEOPLE OF THE STATE OF ILLINOIS

OR
A MUNICIPAL CORPORATION
vs.

Defendant/Petitioner



CASE NO. _____

Charge: _____ Date of Arrest: _____

Arresting Authority: _____ I. D. NO: _____
(ISB, IR, FBI, DCN)

Date of Birth: _____ Sex: _____ Race: _____

Return Records to Petitioner at :

ADDRESS: _____

CITY/STATE/ZIP: _____

PETITION TO EXPUNGE

The above named Defendant/Petitioner states under oath, that:

1. The Petitioner was arrested by the Arresting Authority on the date and for the offense stated above.
2. (a) The Petitioner was released without being convicted or,
(b) The Petitioner was released without being convicted following a sentence of supervision and it has been two (2) years since discharge and dismissal of that supervision.
3. The Petitioner has not previously nor has he/she subsequently been convicted of any criminal offense or any municipal ordinance violation, including violations of 625 ILCS 5/4-400 and 5/11-204.1, formerly Chapter 4, and Section 11-204.1 of the Illinois Vehicle Code, and he/she has not since been arrested for any such offense and there are no criminal charges pending against him/her at the present time.
4. Under penalties provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned Petitioner certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned Petitioner certifies as aforesaid that he/she believes the same to be true.

WHEREFORE, the Petitioner asks the Court to expunge his/her arrest records and return the same to Petitioner at the address shown above.

DATED: _____

Prepared by: _____

X _____
DEFENDANT/PETITIONER

Address: _____

City/State/Zip: _____

Received this _____ day of _____

Phone: _____

(Atty. No.): _____

State's Attorney or Prosecutor

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

Expungement Form #2, Petition To Expunge And Seal

This form is to be used in cases involving a sentence of supervision for charges of:
 625 ILCS 5/3-707 formerly Ch. 95% 3-707 - UNINSURED MOTOR VEHICLE
 625 ILCS 5/3-708 formerly Ch. 95% 3-708 - SUSPENDED REGISTRATION FOR NON-INSURANCE
 625 ILCS 5/3-710 formerly Ch. 95% 3-710 - DISPLAY OF FALSE INSURANCE
 625 ILCS 5/5-401.3 formerly Ch. 95% 5-401.3(b) - SCRAP PROCESSOR TO KEEP RECORDS
 625 ILCS 5/11-503 formerly Ch. 95% 11-503 - RECKLESS DRIVING
 720 ILCS 5/12-3.2 formerly Ch. 38 12-3.2 - DOMESTIC BATTERY
 720 ILCS 5/12-15 formerly Ch. 38 12-15 - CRIMINAL SEXUAL ABUSE
 720 ILCS 5/12-4.3 formerly Ch. 38 12-4.3(a) & (b) - AGGRAVATED BATTERY OF A CHILD
 720 ILCS 5/16 A-3 formerly Ch. 38 16A-3 - OFFENSE OF RETAIL THEFT
 720 ILCS 550/10 formerly Ch. 56% 710 - CANNABIS CONTROL ACT/First Time Offender
 720 ILCS 570/410 formerly Ch. 56% 1410 - CONTROLLED SUBSTANCE ACT/First Time Offender
 720 ILCS 570/312 (j) formerly Ch. 56% 1312 - STEROID CONTROL ACT
 720 ILCS 305/10-102 or 301/40-10 formerly Ch. 111% 6360-2 - ALCOHOL AND DRUG DEPENDENCY ACT

(This form replaces CCG #856A)

(Rev. 12/6/00) CCCR 0012

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

THE PEOPLE OF THE STATE OF ILLINOIS

or
 A MUNICIPAL CORPORATION
 vs.

Defendant/Petitioner



CASE NO. _____

Charge: _____ Date of Arrest: _____

Arresting Authority: _____ I.D. No: _____
(ISB, IR, FBI, DCN)

Date of Birth: _____ Sex: _____ Race: _____

Return Records to Petitioner at:

ADDRESS: _____

CITY/STATE/ZIP: _____

PETITION TO EXPUNGE AND SEAL

The above named Defendant/Petitioner states under oath, that:

1. The Petitioner was arrested by the Arresting Authority on the date and for the offense stated above.
2. The Petitioner was released without being convicted following a sentence of probation or supervision and it has been five (5) years since discharge and dismissal of that probation or supervision.
3. The Petitioner has not previously nor has he/she subsequently been convicted of any criminal offense or any municipal ordinance violation, including violations of 625 ILCS 5/4-400 and 5/11-204.1 (formerly Chapter 4 and Section 11-204.1 of the Illinois Vehicle Code), and he/she has not since been arrested for any such offense and there are no criminal charges pending against him/her at the present time.
4. Under penalties provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned Petitioner certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned Petitioner certifies as aforesaid that he/she believes the same to be true.

WHEREFORE, the Petitioner asks the Court to expunge and seal his/her records and return the same to Petitioner at the address shown above.

Prepared by: _____

Address: _____

City/State/Zip: _____

Phone: _____

(Atty. No.): _____

DATED: _____

N

 DEFENDANT/PETITIONER

Received this ____ day of _____

 State's Attorney or Prosecutor

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

Sample Order To Expunge

(Rev. 12/6/00) CCCR0013

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

THE PEOPLE OF THE STATE OF ILLINOIS
OF
A MUNICIPAL CORPORATION
vs.

}
}

NO. _____

Defendant/Petitioner

ORDER TO EXPUNGE (AND SEAL)

1. The court having found that the Defendant/Petitioner has been acquitted or released without being convicted;

IT IS ORDERED THAT:

- A. _____, ARRESTING POLICE AGENCY, shall expunge this arrest from its records, and it is further directed that the Arresting Agency shall request the return of all identification materials from any other repositories and custodians of statistics that were previously notified of this arrest by the Arresting Agency;
- B. The Illinois State Police, Bureau of Identification, shall expunge their files of the record of this arrest;
- C. The Circuit Court Clerk shall seal this file and the name of the defendant shall be obliterated from the official index required to be kept by the Circuit Court Clerk.

2. The court having found that the Defendant/Petitioner has been released without being convicted following a sentence of supervision and it has been two (2) years since discharge and dismissal of that supervision;

IT IS ORDERED THAT:

- A. _____, ARRESTING POLICE AGENCY, shall expunge this arrest from its records, and it is further directed that the Arresting Agency shall request the return of all identification materials from any other repositories and custodians of statistics that were previously notified of this arrest by the Arresting Agency;
- B. The Illinois State Police, Bureau of Identification, shall expunge their files of the record of this arrest;
- C. The Circuit Court Clerk shall impound this file.

3. The court having found that the Defendant/Petitioner has been released without being convicted following a sentence of supervision for an offense listed in 20 ILCS 2630/5(a) and it has been five (5) years since discharge and dismissal of that supervision;

IT IS ORDERED THAT:

- A. _____, ARRESTING POLICE AGENCY, shall expunge this arrest from its records, and it is further directed that the Arresting Agency shall request the return of all identification materials from any other repositories and custodians of statistics that were previously notified of this arrest by the Arresting Agency;
- B. The Illinois State Police, Bureau of Identification, shall seal their files and records of this arrest and the record, once sealed, may be disseminated only as required by law;
- C. The Circuit Court Clerk shall impound this file.

Prepared by:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Atty. No. _____

Date: _____

Judge

Judge's No.

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

Are There Other Ways To Clear A Juvenile's Record?

There are other ways to clear a juvenile's record without a waiting period. The first option is to file a **Motion to Vacate** a finding of delinquency. It can be brought either before or after the disposition is completed, essentially asking for early termination of the minor's probation. It is recommended that a motion to vacate be filed for each case with the trial judge who heard the case. To win your motion, you should state and give proof of the following:

1. You have followed orders of probation.
2. You have engaged in positive outside activities such as school clubs, employment, or other activities.
3. You have an interest in clearing your record now so that it will not affect your future education and employment opportunities. If possible, include supporting information, such as letters from teachers, coaches, etc.

When a case is dismissed, the arrest and juvenile court referral still appear on the police records. These records can be cleared by filing a **Motion to Vacate Dismissed Case Records**. In order to file this motion, there must have been no findings of delinquency. A separate motion should be filed for each case with the trial judge who heard the case. To win your motion, advocate that you would like the arrest, charges, and court referral to be

erased from the police department's records, as well as the BOI records, because of the problems it could cause you in the future. If the court rules in your favor, be sure to forward a copy of the disposition with the correct filing fee to the local and state police departments to ensure expungement.

It is also possible to file a **Motion to Vacate Supervision** in a situation where the disposition was supervision, but there was no finding of delinquency made. A separate motion should be filed for each case with the trial judge who heard the case. Please refer to the six points made above on how to win your motion. If the court rules in your favor, be sure to forward a copy of the disposition and the correct filing fee to the local and state police departments.

Note: Many juvenile court judges do not think supervision can be vacated or expunged. To convince a judge to consider your request, emphasize the following:

1. "Court supervision" remains on a person's record and can be accessed by police and prosecutors.
2. Arrests, charges, and court referrals remain on local and state police department records indefinitely. These records hinder your ability to succeed in the future.

Whether you are a juvenile or an adult, it is extremely difficult to get records

expunged without the assistance of an attorney. In particular, Motions to Vacate should be filed by an attorney. Always contact your local bar association and public defender's office for guidance and referrals in your area. Some organizations that assist clients seeking expungement are listed below.

Pardons/Executive Clemency

If you are pardoned by the governor, you still **cannot** expunge your conviction and you must list your conviction on applica-

tions that ask for such information. However, if you receive a pardon, you **can** list that information if asked about your conviction history. A pardon will show that you rehabilitated yourself while taking full responsibility for your actions. In Illinois, petitions for Executive Clemency are reviewed by the Illinois Prisoner Review Board.²⁸ There are no limits on who is able to petition for executive clemency. However, only one petition may be filed per year.²⁹ A petition will not be reviewed until a complete petition has been filed AND all essential relevant information has been received from other sources.

Organizations That Assist Clients With Expungement

Cabrini Green Legal Aid Clinic

206 W. Division Street
Chicago, IL 60610
Tel: (312) 266-1345

Coordinated Advice and Referral Program for Legal Services

910 West Van Buren St.
Suite 700
Chicago, IL 60607
Tel: (312) 738-9494
Serves: Cook County

Land of Lincoln Legal Assistance (limited cases)

Tel: (618) 462-0036
Serves: 65 southernmost counties in Illinois

Northwestern Children & Family Justice Center (for juveniles)

357 E. Chicago Avenue
Chicago, IL 60611
Tel: (312) 503-3100

Prairie State Legal Services

975 North Main St.
Rockford, IL 61103
Tel: (815) 965-2134
Serves: Most of northern and north central Illinois outside Cook County

Self Help Legal Center

Southern Illinois University
School of Law
Carbondale, IL 62901
Tel: (618) 453-3217

²⁸ 730 ILL. COMP. STAT. 5/3-3-13(a).

²⁹ 730 ILL. COMP. STAT. 5/3-3-13(a-5).

To file a petition for Executive Clemency:

1. Prepare a typewritten essay that

- Explains the brief history of the case and the reasons for seeking an Executive Clemency.
- Provides a detailed statement of the facts of the offenses, including dates, places, and all surrounding circumstances. This statement should include your version of the offenses.³⁰
- States the offenses for which clemency is being sought, the counties of conviction, case numbers, sentences imposed, dates sentenced, time served, and dates of discharge. Specify whether convictions were the result of jury verdicts, bench trials, or guilty pleas. You must disclose the status of any pending court appeals.
- States the name under which you were convicted, any aliases, social security number, and state prisoner number, if applicable.
- States whether you have previously asked for Executive Clemency and, if so, the month and year in which your request was considered.

2. A copy of the petition must be delivered or mailed to the sentencing judge (or

chief judge of the circuit if the sentencing judge is no longer serving) and the current State's Attorney of the county in which you were convicted.

3. You must provide the Illinois Prison Review Board with proof that these individuals received copies of the petition either by affidavit or by registered or certified mail receipt.

- This proof should be sent with the petition to the Board.
- You may request a hearing in writing when the petition is filed. The names and addresses of any witnesses who you would like to have testify must be provided to the Board with the written request.

4. The Board will then schedule a public hearing. Petitioners, their supporters, and opponents may attend the hearing. If you are incarcerated, a representative may request to speak at the hearing. A personal appearance by the petitioner is not required. Testimony at the hearing is informal. Personal presentations are limited to twenty minutes and up to four people may speak during any presentation.

Following review of the petition and the public hearing, the Board will make a confidential recommendation to the Governor. This recommendation is confidential and not disclosed to anyone.

³⁰ 730 ILL. COMP. STAT. 5/3-3-13(a).

Completing Employment Applications

“I’ve received my rap sheet, reviewed it, and made corrections. I still do not know what to put on employment applications!”

Before you fill out an employment application, you must understand what a conviction is. Criminal convictions in Illinois are determined by the disposition (sentence) of the case, not necessarily by the classification of the crime. For example, if a person is sentenced to Supervision for a misdemeanor and successfully complies with the conditions set by the court resulting in a discharge and dismissal, this particular case would not be considered a criminal conviction. Please refer to pp. 1-2, where we have listed the most common dispositions and whether they are considered convictions.

What Must I Disclose About My Criminal Record?

Illinois law requires that you disclose conviction information if you are asked by a prospective employer about your criminal history. The Illinois Human Rights Act makes it illegal for any employer, employment agency, or labor organization to ask about arrests or

criminal history record information that has been expunged or sealed.³¹ If asked questions such as “Have you ever been arrested?” or “List all of your arrests,” you must reveal only those arrests that have not been expunged. The Act prohibits these entities from using such information as a basis to refuse to hire, promote, or select for training or apprenticeship, segregate, discharge, or discipline the applicant or employee. If you have been asked illegal questions, or have been denied employment on the basis of arrests that did not lead to conviction, you may file a complaint with the Illinois Department of Human Rights.

If you apply for a law enforcement job, you may be required to list all arrests, including those that did not result in a conviction. If you apply for a job at a child care center, be aware that even though you may be asked only about convictions, the law requires that every applicant be investigated to determine if he or she has ever been charged with a crime.³² As previously discussed, law enforcement has access to your arrest history.

³¹ 775 ILL. COMP. STAT. 5/2-103.

³² 225 ILL. COMP. STAT. 10/4.1.

How Do I List My Convictions?

Although you must disclose your convictions, pay attention to the questions you are asked. If the application allows you to omit some cases, such as those that only ask about convictions within the past five or seven years, then disclose just the information requested. Most employers want to know — and are entitled to know — the “disposition” (or outcome) of those

cases that resulted in conviction. Be prepared to provide some basic information, such as the arrest date, disposition date, crime or offense you were convicted of, and sentence.

As an example, turn to the case labeled D on the sample rap sheet (p. 15). This is how you could explain this conviction if it were yours:

<u>Arrest Date</u>	<u>Disposition Date</u>	<u>Conviction</u>	<u>Sentence</u>
1/19/94	5/14/94	10 ILL. COMP. STAT. 305/10-102	Sentence not indicated in this case

Here are some questions you may see on an employment application and the correct response:

Q: “Have you ever been arrested? If so, explain.”

A: Illinois law **does not** state that it is illegal for employers to ask this question. Most employers are permitted to receive conviction information only from the Bureau of Identification. However, potential employers may legally ask about arrests even though they are permitted to receive only conviction information. You should provide employers with a truthful answer and/or consult with a legal organization in your area before filling out an answer to this question.

Remember: It is illegal for an employer, employment agency, or labor organization

to ask about arrests or criminal history record information that has been expunged or sealed.

Q: “Have you ever been charged with a crime? If so, explain.”

A: This question is similar to being asked if you have ever been arrested. Please refer to the answer to the previous, “Have you ever been arrested?”

Q: “Have you ever been convicted of a crime? If so, explain.”

A: If “yes,” list all convictions.

Q: “Have you been convicted of a crime in the past 7 years? If so, explain.”

A: If “yes,” list all criminal convictions during the past seven years.

Felony Bars To Employment

Many jobs require a person to undergo an intensive criminal background investigation. In some positions where employees are responsible for the direct care of another, certain convictions can serve as an absolute bar to employment.

In Illinois, a license is required for any person, group of persons, or corporation that receives children or arranges for their care.³³ In order to even apply for the license, the applicant must submit to a criminal background investigation.³⁴ No applicant will be granted a license and no individual is allowed to be employed in a child care facility if the person has ever been declared a “sexually dangerous person”³⁵ or convicted of committing or attempting to commit any of the twenty-seven listed offenses in section 10/4.2 of the Child Care Act of 1969.³⁶

A license is also required in Illinois to operate a foster family home. The law prohibits any person who has been convicted of committing or attempting to commit any one of fifty-two listed offenses from operating or residing in a foster family home.³⁷ However, a license may be issued to operate a foster family home to a person convicted of one of the prohibited offenses as long as all of the following requirements are met:

- the relevant offense occurred more than ten years before the date of application;

- the applicant disclosed the conviction(s) for purposes of the background check;
- during the background check, the conviction was assessed and waived in compliance with the law;
- the applicant meets all other requirements and qualification to be licensed as a foster family home;
- after the disclosure, the child was placed in the home or a license was issued; and
- the applicant has a history of providing a safe, stable home environment and appears to be able to continue.³⁸

Individuals with convictions for committing or attempting to commit any of the many listed offenses are prohibited from working for a health care employer.³⁹ Such employment includes home health care aides, nurse aides, personal care assistants, private duty nurse aides, day training personnel, and similar health-related occupations in which direct care is provided. This bar can be waived based upon any mitigating circumstances, including, but not limited to:

- the age of the applicant when the crime was committed
- the circumstances surrounding the crime
- length of time elapsed since the conviction

³³ 225 ILL. COMP. STAT. 10/4.

³⁴ 225 ILL. COMP. STAT. 10/4.1.

³⁵ 725 ILL. COMP. STAT. 205/0.01 *et seq.*

³⁶ 225 ILL. COMP. STAT. 10/4.2(b).

³⁷ 225 ILL. COMP. STAT. 10/4.2(c).

³⁸ 225 ILL. COMP. STAT. 10/4.2(d).

³⁹ 225 ILL. COMP. STAT. 46/25(a).

-
- criminal history since the conviction
 - current employment references
 - work history
 - character references
 - other evidence that the applicant does not pose a threat to the health or safety of residents, patients, or clients.⁴⁰

A waiver, however, does not obligate a health care employer to offer employment to an applicant.⁴¹

Final Note

Keep in mind that you may have to explain your cases in detail at an interview, so you will need to understand the charges that you have been convicted of.

This means you should review your record and prepare to briefly explain the circumstances underlying your convictions. You should highlight all your successes and accomplishments since then. Most important, you should provide evidence of rehabilitation that addresses the nature of your convictions. For example, if your convictions were drug related, provide reference letters from a treatment provider or counselor who can confirm your successful recovery, and from a clergy, community or family member who can say how you have changed.

The Key To Your Success Is Preparation.

Good Luck!

⁴⁰ 225 ILL. COMP. STAT. 46/40(b).

⁴¹ 225 ILL. COMP. STAT. 46/40(f).

Appendix: Circuit Court (by County)

Adams

521 Vermont Street
Quincy, Illinois 62301-2934
Phone: 217/277-2100
Fax: 217/277-2116

Alexander

2000 Washington
Cairo, Illinois 62914-1717
Phone: 618/734-0107
Fax: 618/734-7003

Bond

200 West College
Greenville, Illinois 62246-1057
Phone: 618/664-3208
Fax: 618/664-4676

Boone

601 North Main, #303
Belvidere, Illinois 61008-2644
Phone: 815/544-0371
Fax: 815/547-9213

Brown

#1 Court Street
Mt. Sterling, Illinois 62353-1233
Phone: 217/773-2713
Fax: 217/773-2233

Bureau

702 South Main Street
Princeton, Illinois 61356-2037
Phone: 815/872-2001
Fax: 815/872-0027

Calhoun

Main & County Roads
Hardin, Illinois 62047-0486
Phone: 618/576-2451
Fax: 618/576-9541

Carroll

301 North Main St.
Mt. Carroll, Illinois 61053-0032
Phone: 815/244-0230
Fax: 815/244-3869

Cass

P.O. Box 203
Virginia, Illinois 62691-0203
Phone: 217/452-7225
Fax: 217/452-7219

Champaign

101 East Main Street
Urbana, Illinois 61801-2736
Phone: 217/384-3725
Fax: 217/384-3879

Christian

On the Square, Box 617
Taylorville, Illinois 62568-0617
Phone: 217/824-4966
Fax: 217/824-5105

Clark

501 Archer Avenue, Box 187
Marshall, Illinois 62441-0187
Phone: 217/826-2811
Fax: 217/826-1396

Clay

On the Square, P.O. Box 100
Louisville, Illinois 62858-0100
Phone: 618/665-3523
Fax: 618/665-3543

Clinton

850 Fairfax
Carlyle, Illinois 62231-0407
Phone: 618/594-2415
Fax: 618/594-0197

Coles

6th and Jackson, Box 48
Charleston, Illinois 61920-0048
Phone: 217/348-0516
Fax: 217/348-7324

Cook

Richard J. Daley Ctr., Room 1001
Chicago, Illinois 60602-1305
Phone: 312/603-5030
Fax: 312/603-4557

Crawford

Court Street, P.O. Box 655
Robinson, Illinois 62454-0655
Phone: 618/544-3512
Fax: 618/546-5628

Cumberland

Courthouse Square, Box 145
Toledo, Illinois 62468-0145
Phone: 217/849-3601
Fax: 217/849-3183

DeKalb

133 West State St.
Sycamore, Illinois 60178-1416
Phone: 815/895-7131
Fax: 815/895-7140

DeWitt

201 W. Washington St.
Clinton, Illinois 61727-0439
Phone: 217/935-2195
Fax: 217/935-3310

Douglas

401 South Center, P.O. Box 50
Tuscola, Illinois 61953-0050
Phone: 217/253-2352
Fax: 217/253-9006

DuPage

505 N. County Farm Rd.
Wheaton, Illinois 60189-0707
Phone: 630/682-7111
Fax: 630/682-7085

Edgar

115 West Court St.
Paris, Illinois 61944-1739
Phone: 217/466-7447
Fax: 217/466-7443

Edwards

50 E. Main Street
Albion, Illinois 62806-1262
Phone: 618/445-2016
Fax: 618/445-4943

Effingham

100 E Jefferson, #101, P.O. Box 586
Effingham, Illinois 62401-0586
Phone: 217/342-4065
Fax: 217/342-6183

Fayette

221 South Seventh
Vandalia, Illinois 62471-2755
Phone: 618/283-5009
Fax: 618/283-4490

Ford

200 West State, Box 80
Paxton, Illinois 60957-0080
Phone: 217/379-2641
Fax: 217/379-3445

Franklin

On the Square, P.O. Box 485
Benton, Illinois 62812-2264
Phone: 618/439-2011
Fax: 618/439-4119

Fulton

100 North Main St., P.O. Box 152
Lewistown, Illinois 61542-0152
Phone: 309/547-3041
Fax: 309/547-3674

Gallatin

Lincoln Boulevard, P.O. Box 249
Shawneetown, Illinois 62984-0249
Phone: 618/269-3140
Fax: 618/269-4324

Greene

519 North Main St.
Carrollton, Illinois 62016-1093
Phone: 217/942-3421
Fax: 217/942-5431

Grundy

111 E. Washington St., Rm. 30
Morris, Illinois 60450-0707
Phone: 815/941-3257
Fax: 815/942-2222

Hamilton

Public Square
McLeansboro, Illinois 62859-1490
Phone: 618/643-3224
Fax: 618/643-3455

Hancock

Courthouse Square, Box 189
Carthage, Illinois 62321-0189
Phone: 217/357-2616
Fax: 217/357-2231

Hardin

Main & Market, P.O. Box 308
Elizabethtown, Illinois 62931-0308
Phone: 618/287-2735
Fax: 618/287-7833

Henderson

4th & Warren, Box 546
Oquawka, Illinois 61469-0546
Phone: 309/867-3121
Fax: 309/867-3207

Henry

137 West Court St., P.O. Box 9
Cambridge, Illinois 61238-0009
Phone: 309/937-3572
Fax: 309/937-3990

Iroquois

550 South Tenth St.
Watseka, Illinois 60970-1810
Phone: 815/432-6950
Fax: 815/432-0347

Jackson

10th & Walnut, P.O. Box 730
Murphysboro, Illinois 62966-0730
Phone: 618/687-7300
Fax: 618/684-6378

Jasper

100 West Jourdan
Newton, Illinois 62448-1973
Phone: 618/783-2524
Fax: 618/783-8626

Jefferson

10th and Broadway, Box 1266
Mt. Vernon, Illinois 62864-1266
Phone: 618/244-8007
Fax: 618/244-8029

Jersey

201 West Pearl
Jerseyville, Illinois 62052-1852
Phone: 618/498-5571
Fax: 618/498-6128

Jo Daviess

330 North Bench St.
Galena, Illinois 61036-1828
Phone: 815/777-0037
Fax: 815/777-2229

Johnson

Courthouse Square, P.O. Box 517
Vienna, Illinois 62995-0517
Phone: 618/658-4751
Fax: 618/658-2908

Kane

540 S. Randall Rd.
St. Charles, Illinois 60174
Phone: 630/232-3413
Fax: 630/208-2172

Kankakee

450 East Court St.
Kankakee, Illinois 60901-3917
Phone: 815/937-2905
Fax: 815/937-3903

Kendall

807 W. John St., P.O. Box M
Yorkville, Illinois 60560-0259
Phone: 630/553-4183
Fax: 630/553-4964

Knox

200 South Cherry St.
Galesburg, Illinois 61401-4912
Phone: 309/343-3121
Fax: 309/343-7002

Lake

18 North County St.
Waukegan, Illinois 60085-4340
Phone: 847/377-3380
Fax: 847/360-6409

LaSalle

119 W. Madison
Ottawa, Illinois 61350-0617
Phone: 815/434-8671
Fax: 815/433-9198

Lawrence

On the Square
Lawrenceville, Illinois 62439-2390
Phone: 618/943-2815
Fax: 618/943-5205

Lee

309 S. Galena, Box 325
Dixon, Illinois 61021-0325
Phone: 815/284-5234
Fax: 815/288-5615

Livingston

112 West Madison St.
Pontiac, Illinois 61764-0320
Phone: 815/844-2602
Fax: 815/842-1844

Logan

601 Broadway, P.O. Box 158
Lincoln, Illinois 62656-0158
Phone: 217/735-2376
Fax: 217/732-1231

McDonough

#1 Courthouse Square, P.O. Box 348
Macomb, Illinois 61455-0348
Phone: 309/837-4889
Fax: 309/833-4493

McHenry

2200 North Seminary Ave.
Woodstock, Illinois 60098-2837
Phone: 815/338-2040
Fax: 815/338-8583

McLean

104 West Front St., Room 404
Bloomington, Illinois 61702-2400
Phone: 309/888-5324
Fax: 309/888-5281

Macon

253 East Wood St.
Decatur, Illinois 62523-1489
Phone: 217/424-1454
Fax: 217/424-1350

Macoupin

201 East Main Street
Carlinville, Illinois 62626-1824
Phone: 217/854-3211
Fax: 217/854-8561

Madison

155 N. Main
Edwardsville, Illinois 62025-1955
Phone: 618/692-6240
Fax: 618/692-0676

Marion

100 Main, P.O. Box 130
Salem, Illinois 62881-0130
Phone: 618/548-3856
Fax: 618/548-2358

Marshall

122 N. Prairie, P.O. Box 328
Lacon, Illinois 61540-0328
Phone: 309/246-6435
Fax: 309/246-2173

Mason

125 N. Plum
Havana, Illinois 62644-0377
Phone: 309/543-6619
Fax: 309/543-4214

Massac

Superman Square, P.O. Box 152
Metropolis, Illinois 62960-1882
Phone: 618/524-5011
Fax: 618/524-4850

Menard

P.O. Box 466
Petersburg, Illinois 62675-0466
Phone: 217/632-2615
Fax: 217/632-4124

Mercer

100 Southeast 3rd St., P.O. Box 175
Aledo, Illinois 61231-0175
Phone: 309/582-7122
Fax: 309/582-7121

Monroe

100 South Main St.
Waterloo, Illinois 62298-1322
Phone: 618/939-8681
Fax: 618/939-5132

Montgomery

120 N. Main Street, Box C
Hillsboro, Illinois 62049-0210
Phone: 217/532-9546
Fax: 217/532-9519

Morgan

300 West State St., Box 1120
Jacksonville, Illinois 62650-1165
Phone: 217/243-5419
Fax: 217/243-2009

Moultrie

10 South Main St.
Sullivan, Illinois 61951-1969
Phone: 217/728-4622
Fax: 217/728-7833

Ogle

4th & Washington
Oregon, Illinois 61061-0337
Phone: 815/732-3201
Fax: 815/732-6273

Peoria

324 Main St., Rm. G22
Peoria, Illinois 61602-1319
Phone: 309/672-6989
Fax: 309/677-6228

Perry

Courthouse Square, Box 219
Pinckneyville, Illinois 62274-0219
Phone: 618/357-6726
Fax: 618/357-3923

Piatt

101 W. Washington St.
Monticello, Illinois 61856-0288
Phone: 217/762-4966
Fax: 217/762-8394

Pike

100 East Washington
Pittsfield, Illinois 62363-1497
Phone: 217/285-6612
Fax: 217/285-4726

Pope

Main Street, P.O. Box 438
Golconda, Illinois 62938-0502
Phone: 618/683-3941
Fax: 618/683-3018

Pulaski

N. 2nd & High Street, P.O. Box 88
Mound City, Illinois 62963-0088
Phone: 618/748-9300
Fax: 618/748-9329

Putnam

120 North 4th Street
Hennepin, Illinois 61327-0207
Phone: 815/925-7016
Fax: 815/925-7549

Randolph

#1 Taylor Street
Chester, Illinois 62233-0329
Phone: 618/826-3116
Fax: 618/826-3750

Richland

103 West Main Street
Olney, Illinois 62450-2170
Phone: 618/392-2151
Faxes: 618/392-8207

Rock Island

210 15th St., Box 5230
Rock Island, Illinois 61201-5230
Phone: 309/786-4451
Fax: 309/786-3029

St. Clair

10 Public Square
Belleville, Illinois 62220-1623
Phone: 618/277-6832
Fax: 618/277-1925

Saline

10 East Poplar St.
Harrisburg, Illinois 62946-1553
Phone: 618/253-5096
Fax: 618/253-3904

Sangamon

200 South 9th Street, Rm. 405
Springfield, Illinois 62701-1299
Phone: 217/753-6670
Fax: 217/753-6665

Schuyler

Lafayette & Congress, P.O.Box 80
Rushville, Illinois 62681-0189
Phone: 217/322-4633
Fax: 217/322-6164

Scott

35 East Market St.
Winchester, Illinois 62694-1216
Phone: 217/742-5217
Fax: 217/742-5853

Shelby

P.O. Box 469
Shelbyville, Illinois 62565-0469
Phone: 217/774-4212
Fax: 217/774-4109

Stark

130 Main Street, Box 426
Toulon, Illinois 61483-0426
Phone: 309/286-5941
Fax: 309/286-4039

Stephenson

15 North Galena St.
Freeport, Illinois 61032-0785
Phone: 815/235-8266
Fax: 815/233-1576

Tazewell

342 Court Street
Pekin, Illinois 61554
Phone: 309/477-2214
Fax: 309/353-7801

Union

309 W. Market St., Rm 101
Jonesboro, Illinois 62952
Phone: 618/833-5913
Fax: 618/833-5223

Vermilion

7 North Vermilion St.
Danville, Illinois 61832-5806
Phone: 217/431-2541
Fax: 217/431-2538

Wabash

401 Market, P.O. Drawer 997
Mt. Carmel, Illinois 62863
Phone: 618/262-5362
Fax: 618/263-4441

Warren

100 West Broadway
Monmouth, Illinois 61462-1795
Phone: 309/734-5179
Fax: 309/734-4151

Washington

101 E. St. Louis St.
Nashville, Illinois 62263-1100
Phone: 618/327-4800
Fax: 618/327-3583

Wayne

301 East Main St., P.O. Box 96
Fairfield, Illinois 62837-0096
Phone: 618/842-7684
Fax: 618/842-2556

White

301 East Main St., P.O. Box 310
Carmi, Illinois 62821-0310
Phone: 618/382-2321
Fax: 618/382-2322

Whiteside

200 East Knox Street
Morrison, Illinois 61270-2819
Phone: 815/772-5188
Fax: 815/772-5187

Will

14 West Jefferson St.
Joliet, Illinois 60432-4399
Phone: 815/727-8585
Fax: 815/727-8896

Williamson

200 West Jefferson
Marion, Illinois 62959-2494
Phone: 618/997-1301
Fax: 618/998-9401

Winnebago

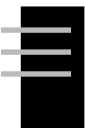
400 West State St.
Rockford, Illinois 61101-1221
Phone: 815/987-5464
Fax: 815/987-3012

Woodford

115 North Main St., P.O. Box 284
Eureka, Illinois 61530-0284
Phone: 309/467-3312
Fax: 309/467-4626

**How to Review
and Clean Up
Your Illinois
Rap Sheet**

**LEGAL
ACTION
CENTER**



This booklet was made possible through the generous support of the **Charles Stewart Mott Foundation**. The Legal Action Center also thanks **Public/Private Ventures** for its advice and assistance in preparing the manual. We are also grateful to **First Defense Legal Aid**, especially **Kate Walz** for her time, suggestions, and assistance. Finally, we extend our appreciation to the **Illinois Department of State Police** for its assistance and cooperation.

The **Legal Action Center** is the only nonprofit law and policy organization in the United States whose sole mission is to fight discrimination against people with histories of alcohol and drug dependence, HIV/AIDS, or criminal records, and to advocate for sound public policies in these areas.

Legal Action Center

153 Waverly Place, New York, NY 10014
(212) 243-1313 • FAX (212) 675-0286

236 Massachusetts Avenue, NE, Suite 505, Washington, DC 20002
(202) 544-5478 • FAX (202) 544-5712

www.lac.org

First Edition © 2002 • Copyright © 2002 • All rights reserved.



Table Of Contents

Foreword	iv
Introduction	v
Rap Sheets	1
What Is A “Rap Sheet”?	1
Who Can See Your Illinois Rap Sheet	2
Why You Should Review A Copy Of Your Rap Sheet	4
What To Look For When You Review Your Rap Sheet	5
How To Review A Copy Of Your Illinois Rap Sheet	6
Other Options For Reviewing Your Illinois Rap Sheet	8
How To Obtain And Correct Mistakes On Your FBI Rap Sheet	8
How To Read Your Illinois Rap Sheet	8
Arrests That Happened When You Were A Youth	9
Cleaning Up Your Rap Sheet	19
Correcting Mistakes On Your Rap Sheet	19
Expunging Adult Cases	19
Expunging Juvenile Cases	23
Pardons/Executive Clemency	28
Completing Employment Applications	30
What Must I Disclose About My Criminal Record?	30
Felony Bars To Employment	32
Illustrations	
Form #1, Access And Review Card	7
Sample Illinois State Rap Sheet And Keys 1 And 2	10
Model Letter #1, Challenging Errors On Your Rap Sheet	20
Expungement Form #1, Petition To Expunge	24
Expungement Form #2, Petition To Expunge And Seal	25
Sample Order To Expunge	26
Appendix	
Circuit Court (By County)	34

Foreword

- **Do you have a criminal record?**
- **Have you ever been arrested?**
- **Do you have arrest charges that were never heard in court or dismissed, or were you acquitted of the charges?**
- **Have you recently filled out a job application and been asked the question: “Have you ever been convicted of a crime?”**

“How to Review and Clean Up Your Illinois Rap Sheet” has been written by staff at the Legal Action Center to help you understand your criminal history record and answer questions about it. After reading this manual you will know:

- how to obtain a copy of your state rap sheet
- how to read what is on your rap sheet
- how to correct any errors that may be on your rap sheet
- whether you are eligible to and how to expunge/erase or seal portions of your criminal record
- who is entitled to see your rap sheet

There is also a section in the manual that will advise you how to answer questions on job applications that ask about your criminal history. You will be shown how to list your convictions. There is even a section on how to present yourself at a job interview. Being prepared is one of the most important steps you can take to overcome obstacles to obtaining employment.

This manual provides the most up-to-date information possible. But remember that laws and rules can change and could affect some of the advice. The agencies that have been identified in the manual should provide assistance if you need additional information.

Introduction

In Illinois, there are numerous records on file at the Illinois Department of State Police, Bureau of Identification (BOI). If you have ever been arrested and fingerprinted for violating a state or local ordinance in Illinois, even if you were not charged with or convicted of the crime, you will have an arrest record on permanent file at the BOI. These records are also called “rap sheets.”

Under Illinois State law, conviction information is considered public information. Therefore, employers, licensing agencies, and the public have the right to access your conviction information. Many criminal justice agencies, such as police departments, courts, prosecutors, correction facilities, and probation and parole offices also have the right to see not only your conviction information, but also your arrest history. If you have a rap sheet, it is important for you to review it. You should know exactly what information it contains and make sure that the information is accurate. In certain circumstances when your arrest did not lead to a conviction, you may be able to expunge or remove some information.

This manual will inform you how to view a copy of your rap sheet, understand it, and correct mistakes. It will also explain what you can do to make your record appear less threatening to potential employers and anyone else who may see it. These steps are essential for finding a job.

The **Legal Action Center** is a non-profit, public interest organization that works with people with criminal records, people with histories of drug or alcohol dependence, and people with HIV/AIDS. The Center has helped thousands of individuals “clean up” their rap sheets.

