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) 269-5940 Fax: (907) 269-0363

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 #) _________________________________

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).

☐ PERSONAL DESCRIPTORS IN ERROR: The record shows personal descriptor information such as name, date of birth, or Social Security Numbers that are wrong. Provide documentation to correct information.

☐ 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 / 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: ____________

Per 13 AAC 68.200, you may appeal a denial to the Commissioner of Public Safety.
DPS Form CRI-103 (Rev. 11/8/19)