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) 375-6410  Fax: (907) 269-0363  
Email: dps.chri@alaska.gov

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: _____________________________
Based on response received or lack of response by deadline, request Approved  Denied

Per 13 AAC 68.200, you may appeal a denial to the Commissioner of Public Safety.

DPS Form CRI-103 (Rev. 07/25/22)