

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 #) _____

Complete this section if the information believed to be inaccurate or incomplete in your APSIN criminal history was or will be used to deny a right or a privilege:

Right or privilege: _____
Date and time granted / denied: _____
Person responsible for granting or denying privilege:
Name: _____
Title: _____
Mailing Address: _____
_____ Telephone: _____

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.