

Alaska Department of Public Safety

3/23/2020

Limited Public Access to Trooper Posts Criminal History Records Reports, Fingerprint Request Information and Correctable Citations

Public Access to Trooper Posts Will Be Limited

In an effort to prevent unintentional spread of COVID 19, the Department of Public Safety is taking precautionary measures to limit non-emergent contact between employees and the public. For the time being nearly all Trooper Post lobbies will be closed to public access. We will still be handling calls for service. If you have an emergency call 911. For all other non-emergencies, please contact your local Trooper Post by phone. Local post numbers are located on our contacts page.

<https://dps.alaska.gov/AST/Contacts>

Requests for Fingerprints to Be Rolled

We are not currently rolling fingerprints for members of the public. You may be able to find a local vendor able to roll your fingerprints. We are working with the FBI CJIS Compact Council to obtain a temporary waiver of the need to submit fingerprints for employment or licensing purposes. Please check back after April 6, 2020 to check on the status of this effort by calling 269-5942.

Criminal History Records Reports

If you need a copy of your criminal history record/background check, you may obtain one by mailing the completed request form and the appropriate fee. The form is available online by going to the Department of Public Safety, Division of Statewide Services website, and clicking on the link for Background Checks.

If you do not have access to a computer to obtain the form, please call us at 907-269-5767 and we will mail you a copy.

The fee is \$20 for one copy of your criminal history record report and an additional \$5/copy if you wish to receive additional copies.

COVID-19 Homepage: <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/default.aspx>

Correctable Citations

Correctable citations issued by the Alaska State Troopers can be processed through email using the following instructions.

The **subject line** of your email should be **your last name and citation number**.

Attach necessary documents to prove the issue was corrected:

- **Proof of insurance-** Photo: must show you had insurance at the TIME the citation was issued.
- **Headlight/Taillight-** Photo(s): must show vehicle with lights on and license plate visible.
- **Window Tint-** Two Photos: must show entire driver side door of vehicle and include photo from front of vehicle showing license plate.
- **Fishing or Hunting without a License:** A photo or scanned image of the issued hunting or fishing license.
- **Other correctable violations:** Photo(s) of proof that the violation was corrected.

To have a correctable citation reviewed and signed off, please email DPS/ AST
at: ASTFixItTickets@alaska.gov

Thank you for your understanding and helping keep the DPS staff healthy and able to respond to emergencies.

