

# Instructions for completing a Wisconsin fingerprint record removal request

All fingerprint record removals will be in compliance with Wisconsin State Statute 165.84(1).

Many forms of police contact create traceable records, which can impact background checks and arrest records. If you were not charged, the charges were dropped, or you were found “not guilty” or acquitted at trial, these records may be eligible for removal, but the process does not happen automatically. You must request record removal and you must meet certain criteria.

All offenses reported on the *arrest fingerprint card* must have resulted in you being released without charge (or not prosecuted) or you being cleared of all offenses through court proceedings.

The “arrest fingerprint card” can contain one charge or many. It depends on how many violations you were charged with when the arrest first took place.

Successful completion of a first offender program (deferred prosecution) qualifies for removal, as long as the charges were dismissed or you were not prosecuted.

**Make sure you provide supporting documentation!**

If you were not fingerprinted for the requested offense, the Department of Justice will not have a record of that offense and it will not appear on your state criminal history record.

Questions about your conviction?  
**Call the Court!**



**The form must be completed fully, including all identifying information, two fingerprints and candidate’s signature.**

DATE OF ARREST:	ARRESTING AGENCY:	ARRESTING AGENCY CASE #:
DATE OF CONVICTION OR ADJUDICATION :	NAME OF COURT:	CHARGE & DISPOSITION:

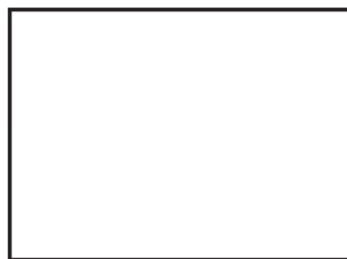
Conviction information must include court case number and charge. The information may be found on CCAP or through the Municipal Court for ordinance offenses.

If possible, include supporting documentation like a certified copy of the court order reversing, setting aside, or vacating the conviction.

If either finger is injured, provide the impression of another finger, but clearly designate which fingers were used for the rolled impression.



LEFT INDEX FINGER



RIGHT INDEX FINGER

**Send the completed application to:**

Crime Information Bureau  
Attn: Criminal History Unit  
P.O. Box 2718  
Madison, WI 53701-2718.