

Problems with your criminal history?

Sometimes, your criminal record is incomplete or just plain wrong.

There are four common errors:

- Incorrect charge information
- Missing disposition information
- Incorrect disposition information
- Identity theft



If you believe any of these issues are affecting your record, the instructions below can help you fix the issue.

Regardless of the issue, you'll need to Download and print the Fingerprint Removal Request form.



Next, fill in the form to the best of your ability.

Incorrect charge information

You were the person arrested, but the charge or charge severity (felony, misdemeanor, non-criminal) information is incorrect.

- Fill in information to the best of your ability
- Fill in or check box for "Incorrect Charge Information"
- Write your date of arrest and correct charge information in open space on form

Missing disposition information

You have an item on your record that has no disposition information.

- Fill in information to the best of your ability
- Fill in or check box for "Missing Disposition Information"
- Attach the disposition documents provided by the prosecutor (DA) or court (Judgment of Conviction, Order for Dismissal, etc.). You can get these at the courthouse where your criminal case occurred.

Incorrect disposition information

You were the person arrested, but the outcome on your record is incorrect.

- Fill in information to the best of your ability
- Fill in or check box for "Incorrect Disposition Information"
- Attach supporting disposition documents provided by the prosecutor (DA) or court (Judgment of Conviction, Order for Dismissal, etc.). You can get these at the courthouse where your criminal case occurred.

Identity Theft or Mistaken Identify

Your personal information was used by someone who is not you and/or the criminal record you received is not yours. In order to fix this, you must submit a fingerprint card with the challenge form and complete information in the right column.

- Fill in information to the best of your ability
- Fill in or check box for "Identity Theft"
- Complete "Record being challenged" box on form.
 - You will need to provide your WI SID, Name, Sex and Race, Date of Birth (DOB), Social Security Number (SSN), and a yes or no answer to if you have ever successfully challenged a record before.
- Complete a fingerprint card.

FINISHED?

Send the completed application to:
Crime Information Bureau
Attn: Criminal History Unit
P.O. Box 2718
Madison, WI 53701-2718.