

**SAMPLE LETTER TO REQUEST A COPY OF YOUR CRIMINAL RECORD
FROM THE MICHIGAN STATE POLICE**

July 30, 2005

Michigan State Police
Criminal Justice Information Center
Identification Section
7150 Harris Drive
Lansing, MI 48913

To Whom It May Concern:

I am writing to request a certified copy of my criminal record. I would like a copy of both the public record, i.e. the record that prospective employers see, and a copy of the non-public record, i.e. what is available to law enforcement. I am including the following personal information to aid you in locating my record.

My Name: Jane G. Doe
Maiden Name: Jane G. Roe
Birth Date: 01-24-1977
Social Security Number: 111-22-3333
Race: African-American
Sex: Female
My address is: 1234 Some St., N.E.
Some City, MI 12345

Enclosed please find an affidavit of indigency that shows that I do not have the money to pay for a copy of the record.

My phone number is 123-456-7890 in case you have any questions.

Thank you for your prompt attention to this matter.

Sincerely,

Jane G. Doe

Fees:

You must include an affidavit of indigency or \$10 when requesting a record by mail.