



# Iowa Division of Criminal Investigation Criminal History Record Check Billing Form



Date

DCI Account Number (if applicable)

**Requester Information** PLEASE WRITE CLEARLY

*Name (business or individual)*

*Mailing address (street/PO Box, city, state, zip code)*

*Phone number*

*Fax number*

*Email address*

**Instructions**

- ✓ Complete the fillable forms online and download them to mail, fax or scan/email and submit them to our office.
- ✓ You may also download the forms blank, complete the required information and mail, fax or scan/email and submit them to our office.
- ✓ A completed Billing Form is required when submitting any criminal history record check Request Forms to the DCI. If the Billing Form is not complete all forms will be returned.
- ✓ Only one Billing Form is required when submitting several Request Forms at one time.
- ✓ A method of payment must be included.
- ✓ All pre-paid accounts must provide the DCI Account Number in the space provided at the top of the form.
- ✓ All credit card payments must include the CSV Code for processing.

**Payment and Fee Information**

Pre-paid DCI Account – Account Number must be provided at top of form.

**FEE PER REQUEST      \$15.00**

Cash      Money Order#

**NUMBER OF REQUESTS    X**

Check#      Payable to the Iowa Division of Criminal Investigation

**TOTAL DUE**

Credit or Debit Card (MasterCard, Visa and Discover accepted)      Inter-agency

Credit/Debit card #      Expiration Date

Cardholder's Name      CSV Code

**PLEASE MAIL, FAX or EMAIL A BILLING FORM WITH THE REQUEST FORM(S) AND FEE(S) TO:**

**ADDRESS:** Iowa Division of Criminal Investigation  
Support Operations Bureau  
Dissemination Unit  
215 E 7<sup>th</sup> St  
Des Moines IA 50319

**FAX:** 515-725-6080

**Email:** [dcirecordchecks@dps.state.ia.us](mailto:dcirecordchecks@dps.state.ia.us)

**QUESTIONS:** [dcirecordchecks@dps.state.ia.us](mailto:dcirecordchecks@dps.state.ia.us)

Please write the last name for each request submitted on the lines below. This is helpful when researching requests.



# Iowa Division of Criminal Investigation Criminal History Record Check Request Form



DCI Account number (if applicable)

**REQUESTOR INFORMATION** PLEASE WRITE CLEARLY

Name (business or individual)

Mailing address (street/PO Box, city, state, zip code)

Phone number

Fax number

Email address

I would like the results sent to me by:                      Mail                      Fax                      Email

I am required to have the results notarized:                      Yes                      No                      \*for specific requirements in another country only.

**SUBJECT OF REQUEST INFORMATION.** Please provide all required demographic information on the form or it will be returned. Multiple names require a separate Request Form and fee.

LAST NAME (required)

FIRST NAME (required)

MIDDLE NAME (recommended)

DATE OF BIRTH (required)

GENDER M, F or Other (required)

SOCIAL SECURITY NUMBER (recommended)

**RELEASE AUTHORIZATION INFORMATION:** Without a signed release from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a signed release from the subject of the request. This form (DCI-77) is the only approved release authorization form for this purpose.

This response only includes public criminal history data. Under Iowa law, most juvenile records are confidential. Confidential juvenile court records cannot be included in this response. A signed release authorization is not sufficient to obtain this information from the DCI. In order to request the release of confidential juvenile records, if any, an application must be filed pursuant to Iowa Code 232.147(18) through the Clerk of Court. Criminal history data concerning convictions for certain juvenile sex offenses can be found online through the the Iowa Sex Offender Registry (SOR). Even though some information is available online through the SOR, the actual records for juveniles may still be confidential and cannot be provided. In order to request the release of confidential juvenile records, if any, an application must be filed pursuant to Iowa Code section 232.147(18) through the Clerk of Court.

**RELEASE AUTHORIZATION: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law. I understand this can include information concerning completed deferred judgments and arrests without dispositions. I understand the signature below certifies the information provided is true and accurate. Furthermore, I understand this is an official statement and record. Any false statement(s) made in this record may result in further action.**

RELEASE AUTHORIZATION SIGNATURE

**FOR DCI USE ONLY**

As of \_\_\_\_\_ a search of the information provided revealed:

NO IOWA CRIMINAL HISTORY RECORD FOUND WITH DCI

AN IOWA CRIMINAL HISTORY RECORD WAS FOUND. A COPY OF THE RECORD IS INCLUDED - DCI# \_\_\_\_\_

Processed by \_\_\_\_\_

**SUBMIT THE REQUEST/BILLING FORM(S) AND FEE(S) BY ONE OF THE FOLLOWING METHODS:**

**ADDRESS:** Iowa Division of Criminal Investigation  
Support Operations Bureau  
Dissemination Unit  
215 E 7<sup>th</sup> St  
Des Moines IA 50319

**FAX:** 515-725-6080

**EMAIL:** [dcirecordchecks@dps.state.ia.us](mailto:dcirecordchecks@dps.state.ia.us)

**QUESTIONS:** [dcirecordchecks@dps.state.ia.us](mailto:dcirecordchecks@dps.state.ia.us)

## **HOW TO REQUEST AN IOWA CRIMINAL HISTORY RECORD CHECK:**

- Please write clearly on the Request Form.
- Complete all Requestor Information and all required fields. If the form is incomplete it will be returned to you without being processed.
- Send in a separate Request Form for each last name.
- A \$15.00 fee is required for each Request Form/last name submitted.
- A completed Billing Form must be submitted with a Request Form. If the Billing Form is not complete or the fee is not included, all forms will be returned. Please submit only one Billing Form when submitting multiple requests.
- Please specify on the Request Form if you want the results mailed, faxed or emailed to you and provide the appropriate information. If not specified the results will be mailed.
- Indicate if you are required (i.e. for immigration, for employment in another country, etc.) to have the results of the record check notarized.

Iowa criminal history record checks are based on name and exact date of birth. Without fingerprints, **positive** identification cannot be determined. The records maintained by the Iowa Division of Criminal Investigation (DCI) are based on information provided to us, as required by the Code of Iowa, from other criminal justice agencies in Iowa. Therefore, the DCI cannot guarantee the completeness of the information provided. If an individual disputes the accuracy of information maintained by the DCI, please contact our office at [dcirecordchecks@dps.state.ia.us](mailto:dcirecordchecks@dps.state.ia.us).

## **RELEASE AUTHORIZATION INFORMATION:**

Iowa law does **not** require a release authorization to request an Iowa criminal history record check on another person. However, without a signed release authorization from the subject of the request, deferred judgments where the DCI has received notice of the successful completion of probation cannot be released to non-law enforcement agencies. In addition, any arrest over 18 months old, **without** a final disposition, cannot be released.

Please note: If the “No Iowa Criminal History Record found with DCI” box is checked, it could mean the information on file is not releasable per Iowa law without a signed release authorization.

Furthermore, it could mean there is juvenile information that isn’t releasable per Iowa Code 232.147. However, the release authorization does not pertain to juvenile information.

## **ADDITIONAL INFORMATION:**

A criminal history record check of the DCI files do not include other states’ records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a deferred judgment **is not** generally considered a conviction once the defendant has been discharged from the deferred judgment after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain multiple offense crimes, i.e. second offense OWI. If a disposition indicates that a deferred judgment was given, you may want to inquire of the individual’s current status.

A deferred sentence **is** a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.