

## Correcting Information on Criminal History

If either the arrest or the outcome/final disposition information on your criminal history is incorrect, it is the responsibility of the agency that placed the information on your record to make the correction. It is your responsibility to make them aware of the error. For incorrect arrest information, report the incorrect charge to the arresting agency. For incorrect or missing outcome/final disposition information, report the incorrect information to the clerk of court for the court in which your case was resolved. See O.C.G.A. 35-3-37 (e)-(g) for more information.

**Here are specific instructions on correcting arrest or disposition information on your record.**

1. Verify that the information is incorrect by obtaining a copy of the police report from the arresting agency or the final disposition from the clerk of court, then compare to the information that appears on your GCIC criminal history record.
2. Give the police report or final disposition, along with a copy of your GCIC criminal history record with the incorrect information marked, to the agency that placed the information on your criminal history – the arresting agency or the clerk of court where you obtained the documentation. You must submit your request to correct your GCIC criminal history record in writing. Keep a dated copy of the request for your records.
3. The agency or clerk has sixty (60) days to investigate and, if appropriate, make the correction on your record.
4. If the agency or clerk declines to correct the information or fails to act within sixty (60) days, you must file an appeal in the court that originally handled your charges. You have thirty (30) days from the date of the agency's decision or the end of the sixty-day (60) period to file the appeal.
5. Send a copy of your appeal to the agency that placed the information on your criminal history and to the prosecutor on your case by certified mail or overnight delivery.
6. If the court determines your record is inaccurate, incomplete, or misleading, the court will order the record corrected within sixty (60) days.

If someone used your personal identifying information at the time of his or her arrest, there is a chance that arrest will appear on your criminal history when an employer uses a name-based check to access your criminal record. When this happens, you must complete a record inspection with GCIC, which will compare your fingerprints to the fingerprints on file for the disputed arrest.

If GCIC confirms the information on your record is incorrect and that someone falsely used your identity at the time of his or her arrest, you will be issued a certificate indicating that your fingerprints do not match the arrest records.

You must take this certificate to the arresting agency and request that your personal identifying information be deleted from the criminal history record of the person who used your personal information. After the information is deleted the arrest will no longer appear on a name-based check for your criminal record.

Here are specific instructions on the record inspection process in person or by mail.

In Person:

1. Get a money order or certified bank check, payable to the Georgia Crime Information Center in the amount of \$25.00. This fee includes \$10.00 for inspection and \$15.00 for fingerprinting. (NOTE: GCIC will also accept cash in the exact amount.)
2. Take valid government-issued identification and the \$25.00 payment to GCIC, located at 3121 Panthersville Road in Decatur, Georgia, 30037. If possible, you should also bring your social security card. GCIC is open Monday thru Friday (excluding state holidays) from 9:00 am – 4:00 pm. (NOTE: The inspection process takes 10-14 days. Be sure to provide a valid address so the results can be mailed to you.)

By Mail:

Mail the following information to GCIC at:

Georgia Crime Information Center

CCH/Identification Services

P.O. Box 370748

Decatur GA 30037

1. A brief explanation of the need for the inspection, including your signature and the specific information being challenged. Also be sure to provide a complete return mailing address and a valid telephone number.
2. Two (2) completed fingerprint cards with all of your personal information (name, date/place of birth and social security number) and a current set of ten (10) rolled fingerprints and eight (8) flat finger impressions. Fingerprints and impressions must be taken by a law enforcement agency, and valid identification must be presented to the agency prior to being fingerprinted.
3. A money order or certified bank check for the inspection fee in the amount of \$10.00, payable to the Georgia Crime Information Center.

If someone used your personal identifying information at the time of his or her arrest, there is a chance that arrest will appear on your criminal history when an employer uses a name-based check to access your criminal record. When this happens, **you** must complete a record inspection with GCIC, which will compare your fingerprints to the fingerprints on file for the disputed arrest. If GCIC confirms the information on your record is incorrect and that someone falsely used your identity at the time of his or her arrest, you will be issued a certificate indicating that your fingerprints do not match the arrest records. You must take this certificate to the arresting agency and request that your personal identifying information be deleted from the other

person's GCIC criminal history record so that the arrest will no longer appear on a name-based check for your criminal record.

If you were arrested but believe the specific charge is incorrect on your official criminal history record, you must verify the information with the arresting agency. Contact the agency that arrested you and request a copy of the police report. If the charge(s) listed on the police report does not match the charge(s) listed on your criminal history, ask the arresting agency to correct your GCIC criminal history record.

If you believe the outcome/final disposition of the case is incorrectly reported, you must verify the information by reviewing the final disposition. Go to the office of the clerk of court and get a copy of the final disposition. If that final disposition does not match the final disposition on your criminal history, request that the clerk of court correct your GCIC criminal history record.