



A GUIDE TO REVIEWING YOUR CRIMINAL RECORD



Correcting Information on Criminal History

If the arrest or outcome/final disposition information on your criminal history is mistaken, it is the obligation of the agency that recorded the information to fix it. It is *your responsibility* to inform them of the error. Report the inaccurate charge to the arresting agency if you have incorrect arrest information.

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 this O.C.G.A. 35337 (e)(g) website link we found for more information:

<https://law.justia.com/codes/georgia/2022/title-35/chapter-3/article-2/section-35-3-37/>

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

1. Verify that the information is false by getting a copy of the arresting agency's police report or the final disposition from the clerk of court, then comparing it to the information on your GCIC criminal history record.
2. Give a copy of your GCIC criminal history record with the inaccurate information noted to the organization that put the information on your criminal history—the arresting agency or the clerk of court where you acquired the documentation—along with the police report or final disposition. Your written correction request for your GCIC criminal history record must be submitted. Keep a copy of the request with a date on it 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 does not 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 finds that your record is mistaken, incomplete, or misleading, it will order that it be repaired within sixty (60) days. When an employer conducts a name-based check to retrieve your criminal record, if someone utilized your personal identifying information at the time of his or her arrest, that arrest may appear on your criminal history.

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 stating that your fingerprints do not match.

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 erased, the arrest will no longer display on a name-based criminal record check.

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 for \$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 your valid government issued identification and the \$25.00 payment to GCIC (***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 1014 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 370808 Decatur, GA 30037*

1. A brief explanation of why the inspection is required, including your signature and the precise information under scrutiny. Make sure to include a complete return mailing address as well as a functional phone 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 occurs, you must undergo a record inspection with GCIC, who will compare your fingerprints to those on file for the challenged arrest. If the GCIC determines that the information on your record is wrong and that someone falsely used your identity during his or her arrest, you will be awarded a certificate showing that your fingerprints do not match the arrest records.

You must present this certificate to the arresting agency and request that your personal identifying information be removed from the other person's GCIC criminal history record so that the arrest does not appear on a name-based search for your criminal record. If you were arrested but believe the precise charge on your official criminal history record is inaccurate, you must check with the arresting agency.

Request a copy of the police report from the agency that arrested you. If the charge(s) on the police report differ from the charge(s) on your criminal history, request that the arresting agency update your GCIC criminal history record. If you suspect the case's outcome/final disposition was wrongly reported, you must confirm the information by checking the final disposition. Get a copy of the final disposition from the clerk of court's office. Request that the clerk of court alter your GCIC criminal history record if the final disposition does not match the final disposition on your criminal history.

Because we are a ministry and Not law experts, we've enclosed this link for more insight than we can offer:

<https://www.georgialegalaid.org/resource/what-should-i-know-about-my-criminal-record-in-georgia>

And remember you can apply for criminal records legal assistance by emailing Georgia Justice Project at:

intake@GJP.org or perhaps calling GCIC office itself at (404) 244-2639 or a mailing address at:

Georgia Crime Information Center

CCH/Identification

P.O. Box 370808

Decatur, Georgia 30037