

Obtaining a Criminal Record Check

There are two (2) ways to obtain a criminal record check:

- **In person.** You may visit Suite 118 of the Clerk's Office, located on the 1st floor of the Wake County Courthouse. You must be able to provide the name to be checked and pay the applicable fee.

- **By mail.** You may also mail a written record check request by clearly stating you are requesting a criminal record check and providing the name to be checked, **a certified check or money order payable to the Clerk of Superior Court for the applicable \$10.00 per each individual record check, and a self-addressed stamped envelope.**

Mail your request to:

Clerk of Superior Court
ATTN: Criminal Division - Records
PO Box 351
Raleigh NC 27602-0351

STATE OF NORTH CAROLINA
WAKE COUNTY

IN THE GENERAL COURT OF JUSTICE
BEFORE THE CLERK

**CRIMINAL/INFRACTION
RECORD CHECK**

RECORD CHECK FORM THIS DATE TO PRESENT

IN THE MATTER OF: _____

(Complete this section in ink....Your name will be researched exactly as it appears.)

First Name

Middle Name

Last Name

Date of Birth

PLEASE CHECK EXACTLY WHAT TYPE OF RECORD CHECK YOU ARE REQUESTING:

1. **The ENTIRE criminal record, NOT including infractions (pending charges, convictions, dismissals)**
2. **The ENTIRE criminal and infraction record (pending charges, convictions, dismissals)**

This the _____ day of _____, 200 ____ .

Request submitted by _____

Please note: Record Check will be completed within three (3) Business Days of Request.

THE CRIMINAL INFRACTION RECORDS IN THIS OFFICE ARE INDEXED SOLELY BY NAME AND NOT BY ANY OTHER IDENTIFYING CHARACTERISTIC. THIS OFFICE CANNOT GUARANTEE THAT THE

RECORDS LISTED HEREIN BELONG TO THE INDIVIDUAL FOR WHOM SUCH RECORD IS SOUGHT.

THIS IS TO CERTIFY THAT I HAVE SEARCHED THE INDICES TO INFRACTION AND/OR CRIMINAL ACTIONS WHICH APPEAR IN THE RECORDS IN THIS OFFICE FROM THE DATE SHOWN ABOVE UNDER THE NAME GIVEN, AS REQUESTED IN BLOCK(S) #_____ AND FOUND THAT

NO RECORD WAS INDEXED BY THE NAME GIVEN ABOVE.

THE FOLLOWING EXCERPTS ARE FROM THE PUBLIC RECORDS INDEXED BY THE NAME GIVEN ABOVE. SEE ATTACHED _____ PAGE FOR THE RECORD.

THIS THE _____ DAY OF _____, 200 ____ .

(SEAL)

Signature _____

() Deputy Clerk CSC () Assistant Clerk CSC () Clerk of Superior Court

RECORD CHECK FEE \$10.00

Record Check E-mail Form
ACH/11/04