

(date)

To Whom It May Concern:

I am writing to request a certified copy of my criminal record. I would like copies of (1) the public record (the record that prospective employers see) and (2) the non-public record (the record that law enforcement sees). Here is my information to help you find the record:

My name:

My maiden name and other names I have used:

Birth date:

Social Security Number:

Race:

Sex:

My address:

If you have questions, my phone number is:

Thank you.

Sincerely,

(Your signature)