



OCEAN SPRINGS POLICE DEPARTMENT
 3810 Bienville Blvd
 Ocean Springs, Mississippi 39564

Request for Local Criminal Record Check

Use this form to request a criminal record check on yourself for records within the jurisdiction of the Ocean Springs Police Department. This does not cover any record outside of the city limits of the City of Ocean Springs.

Instructions:

1. Complete this form. Type or print clearly. All fields must be completed. If any field is left incomplete, we will return this request to you unprocessed.
2. In the presence of a notary public, sign form and have the completed form notarized by the notary public.
3. Mail the completed, notarized form; a money order for \$15.00 (payable to the City of Ocean Springs); and a self-addressed, stamped envelope to Ocean Springs Police Department, Attn: Records Clerk, 3810 Bienville Blvd, Ocean Springs, MS 39564.

Last Name _____ First Name _____ Middle Initial _____
 Current Street Address (no PO Boxes) _____
 City _____ State _____ Zip Code _____
 Current Mailing Address (if different from Street Address) _____
 City _____ State _____ Zip Code _____
 Date of Birth (month, day, year) _____ Social Security Number _____
 Driver's License # _____ DL State _____
 Any Other Names Used (maiden name, alias, nickname, etc) _____

----- Complete and sign this section in the presence of a notary public only. -----

Witness my signature on this, the ____ day of _____, 20____.
 Signature _____

NOTARY PUBLIC

I, the undersigned authority in and for _____ (County and State), do hereby attest that the above individual did personally appear before me, and upon duly sworn oath, did depose and state that he or she is the individual who has signed this form requesting confidential information about himself/herself.

GIVEN under my hand and official seal on this, the ____ day of _____, 20____
 Notary Public _____

----- Do not write or mark below this line. ----- Do not write or mark below this line. -----

- No criminal record was found on the above named individual.
 The following criminal record was found on above named individual. (See attached ____ # of pages.)

Checked by: _____ Date: _____

Disclaimer: The information provided covers only the city limits and jurisdiction of the Ocean Springs Police Department, in the City of Ocean Springs, Mississippi.

