

## Reading the Personal Identity Summary Sheet

### What is provided regarding Arrests?

- 1—Arrest Date: Date Arrested
- 2—ORI: Arresting agency identifier
- 3—Agency: Arresting agency
- 4—Case: Case number assigned by the arresting agency
- 5—Charge: Charge level, either misdemeanor (M) or felony (F) and arrest charge literal
- 6—Counts: Number of counts charged at the time of arrest

### What is provided regarding Dispositions?

- 7—Court: The numerical court identifier, the court case number and date of action, if provided—are included on this line
- 8—Charge: Charge level, either misdemeanor (M) or felony (F) and court charge literal. This may be a reduction of the original arrest charge or the charge may have been amended by the prosecutor
- 9—Counts: Lists number of counts charged in the court judgment
- 10—Disp/Sent: Courts conclusion of the case. If available, may contain dismissal or sentencing information; such as fine/court cost, restitution, probation, or other details of the sentence

## Sample Personal Identity Summary Sheet

- IDAHO CRIMINAL HISTORY -

NAME TEST, RECORD	RACE W	SEX M	DOB 05-28-1954	HEIGHT 511	WEIGHT 200	SOC III Y	STATE ID 00000000	FBI NO 000000ADI	HAIR BRO	SKIN BRO
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ALIAS NAMES

AKA TEST, IMA	DOB 09-28-1954	RACE W	SEX M
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ARRESTS AND DISPOSITIONS

ARREST DATE: 07-09-2008 ORI: ID0440000 AGENCY: WASHINGTON CO SHERIFF CASE: 00-00134

CHARGE: 5 → (M) DOMESTIC BATTERY COUNTS: I ← 6

COURT: 7 → ID044015J CASE: CR20080004 DATE: 09-17-2008

CHARGE: 8 → (M) Battery-domestic Violence COUNTS: I ← 9

DISP/SENT: DISMISSED ← 10

THIS RECORD MAY BE USED ONLY FOR CRIMINAL JUSTICE PURPOSES AS DEFINED BY THE ILETTS BOARD AND NOTIC ADVISORY POLICY BOARD.

THIS RECORD MUST BE USED ONLY IN CONJUNCTION WITH THE CURRENT APPLICATION - A NEW RECORD MUST BE REQUESTED FOR FUTURE USE

EOR - END OF IDAHO CRIMINAL HISTORY - END OF RECORD

## Contact Information

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## IDAHO STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION



## UNDERSTANDING YOUR CRIMINAL HISTORY RECORD REPORT

1-208-884-7130  
<https://isp.idaho.gov/BCI/index.html>

## Understanding Your Criminal History Record Report

### What is a criminal history record report— also known as a “Personal Identity Summary” sheet?

An Idaho Personal Identity Summary sheet is a record of arrest and disposition data for arrests maintained in the Idaho Criminal History Repository. Arrest events start with the transmittal of arrest fingerprints to the repository. The Repository is maintained by the Idaho State Police, Bureau of Criminal Identification (BCI).

Each time a person is arrested and finger-printed, the police department sends a copy of the prints to BCI. All arrest fingerprint images are also sent to the Federal Bureau of Investigation (FBI).

Your Idaho Personal Identity Summary sheet can be viewed by anyone who specifically uses the authorized request forms. Access to the FBI Personal Identity Summary sheet must be authorized by statute.

### Where and how can I obtain my criminal history record?

You can obtain a copy of your Idaho criminal history record from BCI. Visit our website at [www.isp.idaho.gov](http://www.isp.idaho.gov) for instructions.

### Who can view my “Personal Identity Summary” sheet?

- Criminal justice agencies
- Authorized agencies for employment, regulatory or licensing purposes

- Any member of the public can obtain it, with certain restrictions. See our website [www.isp.idaho.gov](http://www.isp.idaho.gov) for limitations.
- You may also view your own criminal record.

### What is a conviction?

A conviction occurs when a person pleads guilty to a crime or is found guilty by a judge or jury. A guilty plea also includes conditional discharge for any time served. Conviction information is considered public information in Idaho.

### What is a felony?

A felony under federal law is a crime that is punishable by a prison sentence of more than one year. Under Idaho state law, a felony is a crime that can be punished by death or by imprisonment in a state prison.

### What is a misdemeanor?

A misdemeanor is less serious than a felony. Except in cases where a different punishment is prescribed, every offense declared to be a misdemeanor, is punishable by imprisonment in a county jail not exceeding six (6) months, or by a fine not exceeding one thousand dollars (\$1,000), or both.

### What does disposition mean?

The disposition on a criminal record is the final outcome, or resolution, of a court case or criminal matter.

### What is probation?

Probation is a sentence in which conditional freedom is granted after a conviction or guilty pleas with requirements for certain behaviors by the offender. When an offender violates any agreement/behavior while on probation, he/she may have their probation revoked and be required to serve out the rest of their time in a correctional facility.

### What is parole?

Parole is the conditional release of a prison inmate after serving part of his or her sentence, allowing the inmate to live in the community under supervision of the parole board. The decision to grant parole is the responsibility, in a majority of states, of a commission or board of parole. Violation of the conditions of parole results in revocation and re-imprisonment.

### What is expungement?

Expungement is a court order that erases arrests and convictions from the record.

### What can be expunged from the Idaho Criminal History Record?

Idaho Code §67-3004(10) states the following:

*Any person who was arrested or served a criminal summons and who subsequently was not charged by indictment or information within one (1) year of the arrest or summons and any person who was acquitted of all offenses arising from an arrest or criminal summons, or who has had all charges dismissed, may have the fingerprint and criminal history record taken in connection with the incident expunged pursuant to the person's written request directed to the department.*

What is my first step in trying to have my record expunged?

To take advantage of Idaho Code §67-3004(10), you need only provide arresting agency or court records showing compliance with the statute.

For other question regarding expungement of records, you will need to contact an attorney or legal advisor.