

REQUEST FOR STATE OF GEORGIA CRIMINAL HISTORY INFORMATION

Due to the confidentiality involved in releasing criminal history information, we will no longer accept mail-in request. In order to obtain criminal history information from the Gwinnett County Police Department we request you comply with the following instructions to obtain such information:

Attached is a waiver to be completed by the applicant which gives the Gwinnett County Police Department authorization to review criminal history files for the **STATE OF GEORGIA ONLY**. We are unable to examine criminal history files from other states (this must be obtained from the FBI). **ADDITIONALLY, WE DO NOT DISSEMINATE CRIMINAL HISTORY INFORMATION FOR U. S. CITIZENSHIP OR IMMIGRATION.**

You may wish to print off and hand-deliver the waiver to this office. Please be sure that it is the original and is **signed, dated, and notarized by a current United States Notary Public.** We will certify our portion after completing the history review. You will need to furnish valid government issued ID such as a state-issued Driver's License or ID, Passport, Military ID, or Employment Authorization/Green Card. *Criminal history information cannot be obtained without a Social Security Number.*

If you wish for us to release your criminal history to anyone other than yourself, you must provide the legal name of the individual in the section entitled "Released To" prior to having the waiver notarized by a Notary Public, and witnessed. The waiver must be completed in its original form (no duplicates will be accepted). The individual obtaining the return must provide valid ID *matching* the name listed in order to receive the history. **A COPY OF THE APPLICANT'S DRIVERS LICENSE MUST BE PLACED ON THE WAIVER IN THE SECTION INDICATED or attached.**

Our address is as follows:

ADDRESS

Gwinnett County Police Department
Business Services-Permits Unit
446 West Crogan Street, Suite #200
Lawrenceville, GA 30046

FORM OF PAYMENT

CASH-DEBIT-CREDIT-LOCAL CHECKS
MONEY ORDERS
WE DO NOT ACCEPT AMERICAN EXPRESS

Telephone # 678-377-4300

Current Office Hours: Monday thru Friday: 8:00 AM to 5:00 PM