

## Certification/Authentication

If certification (notarized acknowledgement) is necessary for the Criminal History Summary, this should be indicated on the request form or you should contact the Administrative Information Manager at 402-444-5776 to say that this will be required. This is common for adoption or passport requirements. **Email is NOT an option for certified requests.**

## Other Important Information

The information provided on the Criminal History Summary is related to **Douglas County records only** and does not include other jurisdictions. *If you require information relevant for another jurisdiction, you will need to contact the appropriate jurisdiction.*

National criminal history checks may be made to the FBI via the NE State Patrol. Info link to FBI website: [fbi.gov/about-us/cjis/criminal-history-summary-checks/criminal-history-summary-checks](http://fbi.gov/about-us/cjis/criminal-history-summary-checks/criminal-history-summary-checks)

Statewide Criminal History reports are provided by the NE State Patrol. Info link to NE State Patrol website: [statepatrol.nebraska.gov/criminalhistoryreports.aspx](http://statepatrol.nebraska.gov/criminalhistoryreports.aspx)

## Common Criminal History Terms

*\*Alias*—another named used or submitted on a report identifying an individual to OPD. This could be a nickname, maiden name, sir name or other variation of spelling used at the time of reporting which has been determined to be one-in-the-same person.

*\*Null pros*—declined prosecution, also termed dismissed or denied

*Suspended Execution*—given time to pay

# Records Unit Criminal History Information



## Omaha Police Department

*"To Serve and Protect"*



**Omaha Police Department**  
505 S. 15th Street  
Omaha, NE 68102-2769  
402-444-5600



## What is a Criminal History Summary?

A Criminal History Summary, often referred to as a criminal history record or RAP sheet [*Record of Arrest and Prosecutions*], is a listing of arrests and resulting dispositions on file with the Omaha Police Department. In addition to arrests, a criminal history may also contain protection orders, warrants and/or detentions. This information includes the name of the person to which the record applies, any known aliases\* of that person, date of the arrest, the arrest charge, and the disposition of the arrest (if known at the time of the request).

Dispositions are the result of the adjudication (court proceedings) process and may include convictions, null pros,\* acquittals, and nullified convictions through set-asides and pardons. If no disposition is known for an arrest older than one year, the arrest record IS NOT shown on the criminal history summary.

Charges that were dismissed by the Courts within the last three years and diversions within the last two years will be shown. Charges resulting with dismissal or diversion dispositions older than these times will NOT be shown.

Traffic violations are NOT shown on the summary unless they involve DUI (driving under the influence), DUS (driving under suspension), or leaving the scene of an accident.

If no criminal history information is found for an individual, you will receive a Criminal History Summary indicating "No record found."

## Common Reasons for Requests

These records are typically requested as part of a background check for employment or licensing. Individuals often request these records to satisfy requirements for various agencies such as when adopting a child; or to live, work, or travel in a foreign country (i.e. passport requirement). Individuals sometimes request their own criminal history because they believe there is an error on their record. There is a process to have information removed if an error is found.

## Who May Make a Request

Any individual or entity may request criminal history information about an individual defined as public record under Nebraska State Statute NE 84-712. The MINIMUM IDENTIFYING CRITERIA for requesting a criminal history summary is the individual's full name (at least first and last name) and date of birth. It is helpful to provide the address and Social Security Number if available.

## When to Make a Request

The OPD Records Unit is responsible for processing Criminal History Summary requests. **Business hours are Monday-Friday, 8 AM-4:30 PM.** Allow 3-5 business days to process your request. If you are in immediate need of the Criminal History Summary (i.e. your travel is imminent), priority processing arrangements can be made by contacting the Administrative Information Manager at 402-444-5776. It may take several hours to process.

**Records on juveniles under age 16 are not considered public record and will not be disseminated.** *The only exception is when the arrest charge is a felony and the juvenile is to be charged as an adult.*

## How to Make a Request

Requests must be in writing and must be accompanied by payment of the appropriate fee(s). **The fee for a criminal history summary is \$7 per individual summary and payment may be made by cash, check or money order.** OPD provides a request form for your convenience that can be returned with your payment. Requests can be made in person or by mail.

### In Person

**You may come in to the Front Desk at OPD Headquarters located at 505 S. 15<sup>th</sup> St. to submit your request.** You will be contacted when the summary is available for pickup or it can be returned by mail or email to the address provided on the request.

### By Mail

You may submit your written request along with your check or money order to: **Omaha Police Dept., Records Unit, 505 S. 15th St., Omaha, NE 68102-2769.** Remember to specify the full name of the subject, date of birth, address and Social Security Number (if available). Your summary will be returned by mail or email to the address provided on the request.

### Employers

If you are an employer and intend to make a significant number of requests on an ongoing basis, you may contact the Administrative Information Manager at 402-444-5776 and request a billing account. Requests may be submitted periodically in writing with summaries returned to you, as per agreement. A monthly invoice will be mailed to you for all requests completed within that calendar period.