

BATON ROUGE CITY COURT

233 St. Louis Street; Baton Rouge, LA 70802
Phone (225) 389-8388 -- Fax (225) 389-8397

CRIMINAL RECORD CHECK REQUEST FOR STATE AND FEDERAL PROBATION COMPLETE AND FAX BACK WITH YOUR DEPARTMENT'S COVER SHEET

Please furnish the defendant's full name, date of birth, and driver's license number, social security number, race and sex. CRIMINAL AND DWI ONLY charges will be researched from year 2000 until current, unless other date period is specifically requested. Please provide any additional information that may assist in the record search, such as, suspected charge, date of offense and/or case number.

SPECIFIC ADDITIONAL REQUESTED INFORMATION: If you are requesting additional specific information please list below:

Defendant's Name _____ D.O.B. _____

Race _____ Sex _____

SS # _____ D.L. # _____

AKA'S _____

Requestor's Name: _____

TO BE COMPLETED BY BATON ROUGE CITY COURT

In response to the request for an examination of the records of Baton Rouge City Court for information and certified copies of Court minutes, the following data was located:

1. ____ I do hereby certify that I have made a careful examination of the Criminal/DWI records hereof and/or the specific record request; the defendant listed above has the following Criminal/DWI record history within Baton Rouge City Court:

SEE ATTACHED. (NUMBER OF PAGES _____)

2. ____ I do hereby certify that I have made a careful examination of the Criminal/DWI records and/or the specific record request of Baton Rouge City Court and verify that no records exist at Baton Rouge City Court concerning the defendant listed above.

Researched by _____ Date _____

Sr. Clerical Specialist/Chief Deputy Clerk, Baton Rouge City Court

Request will be researched and completed within 72 hours and faxed to you. If the requested information is lengthy, you will be notified of additional time needed to fulfill the request and may be informed to pick it up. Please write "AMEND" if you are refaxing a request with additional information.