

SHELBY COUNTY SHERIFF'S OFFICE
CRIMINAL HISTORY RECORDS AND IDENTIFICATION DIVISION
201 Poplar Avenue - Jail Annex - Room 1006
Memphis, TN 38103-1945
Telephone Number: (901) 222-4944
Website: www.shelby-sheriff.org
REQUEST FOR SERVICE FORM

Date: _____

From: _____
Full Name Driver's License Number/State

Address (No P.O. Box) City, State and Zip Code

Telephone Number

Certified Service(s) Requested:

_____ Arrest Ticket \$15.00

_____ Jail Release Verification \$20.00

Report(s) Requested:

_____ Certified Expunction Order \$15.00
(Copy of State ID required)

Signature (required)

Name: _____
Last, First Initial Maiden name Date of Birth

Sex Race Booking number R/I number

Social Security Number (LAST FOUR NUMBERS)

Request for additional name searches, please write information on a separate sheet of paper.

To be completed by CHR&I staff only:

ID check by S# _____ Prepared by S# _____ Fee collected by S# _____

Form of payment and amount: Money Order: _____ Cashier Check: _____ Account: _____

Mailing Instructions:

To purchase services by mail, complete the "Request for Service Form" and submit with a money order or cashier's check (no personal checks accepted) made payable to the Shelby County Sheriff's Office.

To conduct a search the following information must be provided:

- Full name
- Race - Sex - Date of Birth
- Social Security Number (LAST FOUR NUMBERS)
- Thumbprint (if available)

Please mail or return request to:

Shelby County Sheriff's Office
201 Poplar Avenue - Jail Annex - Room 1006
Memphis, TN 38103-1945
Attn: Criminal History Records and Identification

If additional information is needed, please contact us at (901) 222-4893 or (901) 222-4944.

HOURS OF OPERATION

8:00 am - 4:00 pm Mondays - Fridays (Closed Holidays)	Cashier
7:00 am - 7:00 pm Mondays - Sundays	Misdemeanor Citation Processing



Shelby County Sheriff's Office

Bill Oldham, Sheriff

Dear Sir or Madam:

This is a notification regarding the processing of Criminal Background checks, effective, November 22, 2016, as a result of the implementation and improper functionality of the new OMS_e and Odyssey computer systems, the Criminal History Records and Identification Division of the Shelby County Sheriff's Office, will be unable to provide Memphis and Shelby County Criminal Background Checks until further notice.

We will ensure that upon notification that all systems are properly functional and research can be provided, we will promptly forward update notification to all interested parties.

Please be advised that you can request a state-wide Criminal Background Check from the Tennessee Bureau of Investigations (TBI) by contacting them at 615-744-4057.

Thank you for your patience and understanding in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Eddie Hunter".

Eddie Hunter, Manager
Criminal History Records and Identification

02/18

