



## REQUEST FOR

### DESTRUCTION OF FINGERPRINT AND PHOTOGRAPH RECORDS

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/PROVINCE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CHARGE: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

FINAL COURT DATE: \_\_\_\_\_

1. Forward this completed request and the required information to: Chief of Police, PO Box 60, Windsor, Ontario, N9A 6J5, Attention: Information Services Manager.
2. You will receive a notification letter, indicating whether or not you qualify for destruction of your Identification records. Requests that qualify are subject to a **\$75.00 processing fee**, inclusive of HST.
3. Once the process has been completed, a letter will be sent to you confirming destruction has taken place. Please note that this process can take 9 months or longer to complete, as we must correspond with the Royal Canadian Mounted Police, which is the central repository for criminal records in Canada, as well as the Federal Bureau of Investigation, if applicable.