



HOW TO UNDERSTAND YOUR CRIMINAL HISTORY RECORD

What is a Criminal History Record?

A criminal history record (also known as a “rap sheet”) is a record of a person’s arrest and conviction history in California. Criminal history records are maintained by the California Department of Justice, Division of Criminal Justice Services (DOJ). Every time a person is arrested and fingerprinted, his or her record is updated to reflect the arrest and the crime charged. The disposition (or outcome) of the arrest also appears on these records.

The DOJ only keeps track of arrests in California, so any federal arrests and arrests from other states will not appear on your California criminal history records. To obtain these criminal history records, you would have to request them from the Federal Bureau of Investigation (FBI), as they maintain a list of federal arrests and arrests from all 50 states. Your criminal history records from the DOJ will cite to your FBI computer code number.

How to Read Your Rap Sheet

In order to complete the Restoration of Rights Questionnaire for Criminal Convictions, you must obtain a copy review your criminal history record. We have provided 2 samples of criminal history records and steps of how to

1. The left column contains the date of your arrest.
2. The second column lists the arresting agency.
3. Your name appears in the third column.
4. The fourth column contains the charge(s) on which you were arraigned. The charges will be summarized by a phrase (e.g., “NARC CONT SUB FOR SALE,” which means “narcotic controlled substance for sale”). This column also lists the corresponding citation in the California Penal Code (e.g., PC 220.21) and sometimes the category of the offense (felony, misdemeanor, or violation). The fourth column also contains the number of charges and the notation “ATTEMPTED” if you did not complete the offense.
5. The fifth column on the right reflects the outcome or disposition of the charge (e.g., guilty plea entered, convicted after a trial, or acquitted). If you were convicted, the disposition column should report the type of sentence or fine you received. If you were issued a Certificate of Rehabilitation, that would be

indicated here. Also, the fifth column contains the date your case was heard, the name of the court, and the index or docket number under which your case is filed.

However, keep in mind that your criminal history records may differ from this setup depending on how old they are. Nonetheless, your criminal history records will contain the necessary information that you will need to fill out our questionnaire.

Sample Criminal History Record # 1

Below is an example of a typical criminal history record:

ARRESTED OR RECEIVED	DEPARTMENT AND NUMBER	NAME	CHARGE	DISPOSITION
5-15-82 ¹	SO SACRAMENTO ² 50000000	DOE, JANE	1135 & S-POSS NARC CONT SUB FOR SALE ³	8-23-82, ⁴ #A-500000, ⁵ 11350H...S, 496PC, FELS, ⁶ CONV, ⁷ 24MOS PROB, 150 DS JL
			496PC-REC STOL PROP	12-25-82, PROB REV, SENT 1YR 2MOS ST PRIS ⁸
3-12-84	PD SAN FRANCISCO	DOE, JANE	489PC-GRAND THEFT 8-10-82	4-23-84, #91525665, 489 PC, FELS, CONV, 24MOS PROB, 180 DS JL 9-22-86, #5679321, 17(b)(3), 1203.4, DISM, FURTH OF JUST, ⁹ 11-26-86, #A945735, CERT OF REHABILITATION ¹⁰
9-9-85	PD LOS ANGELES 577669T, 98958672	DOE, JANE	459PC-BURG	10-21-85, #56325642(L) PC, MISD, CONV, 12 MOS PROB, 30 DS JL 2-21-88, ¹¹ #223019821203.4

¹ Arrest date

² Arresting agency

³ Arrest charges, including each charge's criminal code number

⁴ Date of disposition

⁵ Index or docket number

⁶ Offense for which you were convicted

⁷ Disposition of case

⁸ Sentence

⁹ The "DISM, FURTH OF JUST" notation indicates that the DOJ has expunged the charge.

¹⁰ Whether a Certificate of Rehabilitation has been issued

¹¹ Corrections date, including probation and parole information

Sample Criminal History Record # 2

Below is an example of an older criminal history record. The key that will help you identify this information is located at the end of the record.

TO: JD12 FROM: CLETS 06/27/14 05:27:16

3IST0BAI2W.IH

1

RE: PBY>CA0180263.87000012.DOE Date: 20140627 TIME:06:25:50

RESTRICTED-DO NOT USE FOR EMPLOYMENT, LICENSING OR CERTIFICATION PURPOSES

ATTN:DOE-031258646

2

3

* * *

THE FOLLOWING CII NUMBER(S) IS BEING CONSOLIDATED WITH THIS CII RECORD:
CII/87000015

* * *

DO NOT COLLECT DNA. DNA SAMPLE HAS BEEN RECEIVED, TYPED, AND UPLOADED INTO
THE CAL-DNA DATA BANK. FOR INFO (510) 620-3300 OR PC296.PC296@DOJ.CA.GOV.

* * * * *

THIS PERSON HAS BEEN IDENTIFIED AS A VICTIM OF IDENTITY THEFT, FO
ADDITIONAL INFORMATION CONTACT THE DOJ COMMAND CENTER AT (916) 227-3244

* * * * *

** PALM PRINT ON FILE AT DOJ FOR ADDITIONAL INFORMATION PLEASE E-EMAIL
PALM.PRINT@DOJ.CA.GOV

III CALIFORNIA ONLY SOURCE

**AIDS TEST RESULTS ON FILE AT DOJ PER 1202.1

**"ALERT - THIS SUBJECT IS UNDER THE SUPERVISION OF THE CALIFORNIA
DEPARTMENT OF MENTAL HEALTH (CA/DMH) - IF IN YOUR CUSTODY, CONTACT CA/DMH
IMMEDIATELY AT 1(800) 877-0277, 24 HOURS - DAYS A WEEK."

**LIVE SCAN

CII/A87000012

4

DOB/19480212 SEX/F RAC/WHITE
HGT/501 WGT/225 EYE/GRN HAIR/BLK POB/CA
NAM/01 DOE, JANE
02 DO, JAYNE

FBI/9001000
DOB/ 19480312 19480512
CDL/ A0056625
IDN/ C0050580
SOC/ 586789876
INN/ CYA-Y054444 CDC-X088888 CDC-I00226
MNU/OLN NV-12345
SMT/TAT LF ARM; MISS R FGR
MDS/NUMEROUS TATTOOS
OCC/DOCTOR

5

**

* * FOR CURRENT REGISTRANT ADDRESS INFORMATION INQUIRY INTO *

* * THE VCIN SYSTEM *

* *

* *

**

* * * *

ARR/DET/CITE: NAME: 01
19731009 CAPD LOS ANGELES

6

CNT:01 #652222
537E(A) PC-BUY/SELL ARTICLES W/IDENT REMOVED

7

CNT:02
192.3(A) PC-VEH MANSLS W/GROSS NEGLIGENCE
COMM: CHRG-3 ADD CNTS OF 496.

8

- - - -

9

COURT:

10

19820515 CASC SAN DIEGO CO

CNT:01 #270000

BUY/SELL ARTICLES W/IDENT REMOVED (11)

COM: CHRG-537E(A) PC

DISPO: DISMISSED/FURTHERANCE OF JUSTICE

CNT:02

192.3(A) PC-VEH MANS� W/GROSS NEGLIGENCE

*DISPO:CONVICTED (12)

- - - -

CUSTODY:CYA NAME: 01 (13)
19831201 CAYA PERKINS

CNT:01 #B35555 (14)
1925.3(A) PC-VEH MANS� W/GROSS NEGLIGENCE
CRT #:270000

19840823
DISPO:PAROLED FROM CYA (15)
RECVD BY:CAPA YOUTH AUTHORITY

19840909 (16)
DISPO:DISCHARGED

* * * * *

** POTENTIAL FELONY STRIKE ENTRY ** (17)

* * * * *

* * * * (18)

ARR/DET/CITE: NAM: 02
19990628 CAPD SAN FRANCISCO

CNT:01 #49966t, 56564378
455 PC-ATTEMPT/AID/COUNSEL/PROCURE ARSON

- - - -

SUPPLEMENTAL ARR: NAM:02

19990629 CAPD SAN FRANCISCO

19

CNT:01 #49966t, 56564378

245(A)(1) PC-FORCE/ADW NOT FIREARM:GBI LIKELY

- - - -

COURT: NAM:02

19990823 CAMC SAN FRANCISCO METRO

CNT:01 #370000

245(A)(1) PC-FORCE/ADW NOT FIREARM:GBI LIKELY

DISPO: 1385 pc-DISMISSED/FURTHERANCE OF JUSTICE

- - - -

COURT: NAM:02

19990824 CASC SAN FRANCISCO CENTRAL

CNT:01

455 PC-ATTEMPT/AID/COUNSEL/PROCURE ARSON

DISPO: 1385 pc-DISMISSED/FURTHERANCE OF JUSTICE

* * * * *

** POTENTIAL FELONY STRIKE ENTRY **

* * * * *

* * * *

ARR/DET/CITE: NAM: 02

19991122 CASO LOS ANGELES

20

CNT:01 #500000

-WARRANT

11350 HS-POSSESS NARCOTIC CONTROL SUBSTANCE

* * * *

CUSTODY: CDC #NAM:02

19991209 CASD CORR CHINO

CNT:01 #500000

11350 HS-POSSESS NARCOTIC CONTROL SUBSTANCE

21

19991231

DISPO:PAROLED

COM: TO LOS ANGELES CO

* * * * *

** POTENTIAL FELONY STRIKE ENTRY **

* * * * *

NOTE: POTENTIAL ENTRIES WITH FELONY CONVICTION DATA WERE FOUND FOR THIS
SUBJECT. SEE ENTRIES IN THE RECORD ANNOTATED WITH "POTENTIAL FELONY STRIKE
ENTRY" FOR DETAILS. THIS RECORD MAY ALSO CONTAIN ADDITIONAL DATA RELATED TO
"STRIKE" CONDITIONS.

* * * * * END OF MESSAGE * * * * *

Key to Sample Criminal History Records # 2

1. Header information used for tracking purposes, followed by the database identifier
2. “DOE” is an example of the requestor’s name. “87000012” is an example of the California Information and Identification Number (CII)¹² of the rap sheet’s subject. “CA0180263” is an example of a National Crime Information Center Originating Agency Identifier (ORI). “PBY” is an example of the CII number inquiry transaction.
3. Requestor and reason for requesting code. The operator’s initials will also be included in this field if the operator is different than the requestor.
4. “Live scan” indicates that live scan fingerprint record is on file. CII Number and physical descriptors of rap sheet subject. Also includes all names and monikers used by the subject. The first name listed (01) is the name used when the record was established (first fingerprint card/live scan submission).
5. Identifying numbers issued to and used by subject. Identifying descriptors of subject.
6. “ARR/DET/CIT”=Arrest/Detention/Citation. The second line shows the date of the ARR/DET/CIT, the agency type making the ARR/DET/CIT (e.g., California Police Department), and the location of the ARR/DET/CIT.
7. “CNT” = Count (CNT:01 means the first charge). The first count includes the agency-issued record identifier (agency case number, booking number, etc.). Also, charges are indicated by the cod section violated (e.g., Penal Code § 537E(A)).
8. “COM” = Comments. The comments indicate multiple counts in the same section.
9. Dashed lines meant he end of one section and the start of the next section,
10. Indicates a section re: court action. Has information on date and location of the court.
11. Counts listed in the court action (not always the same as the ARR/DET/CIT section). The first count is followed by the court case number, and each charge is followed by the disposition (DISPO).
12. “DISPO” = Disposition, or outcome, of the case. Convictions will often include the level (felony, misdemeanor). Convictions resulting from a plea will show the sentence while convictions resulting from a court or jury trial will not.
13. This is when the court has ordered a custody sentence. The Custody Type will follow the word “Custody” (e.g., CYA, County, CDC). The date that you are accepted by the custody facility will be followed by the custody facility information (e.g., CA=California, YA=Youth Authority) and location.

¹² The DOJ rap sheet identifies individuals by a CII number, presumably because people sometimes change their names or give fake names to law enforcement.

14. The Institution Number (INN) follows the first count on the first line. The charge appears on the second line, and the third line here is for the court case number.
15. This shows the date of custody release, followed by the disposition (e.g., CYA parole) and the responsible agency (e.g., California Parole=CAPA).
16. The discharge date will be followed by a DISPO of "DISCHARGED" if the release from custody is to parole/probation and if you successfully complete parole/probation.
17. This is added to the end of all felony convictions.
18. Indicates the end of a "print event," which means that information beyond this point is the result of additional fingerprint submissions.
19. "SUPPLEMENTAL ARR" = additional charges added after the initial arrest is made.
20. An arrest for warrants that is a complete cycle with no court action indicated
21. Custody information related to the above arrest only cycle.

What to Look for in Your Criminal History Records

For one, it is important that you check your criminal history records for mistakes. Some common mistakes are:

- **Incorrect entries:** Check to make sure that all of the information is correct, as far as you can remember. For example, your criminal history records could contain a typo, reporting that you were convicted of California Penal Code section 461 (Burglary) when you were actually convicted of California Penal Code section 416 (Assembly for the Purpose of Disturbing the Peace).
- **Incomplete entries:** Check to make sure that each arrest entry on your criminal history records contains the most complete information as to the final outcome of the arrest. Because law enforcement and courts may forget to inform the DOJ about the outcome of cases, criminal history records often report arrests without stating the final disposition (i.e., they state “no disposition reported”). You do not want this to happen to your criminal history records because people who see your criminal history records might then assume the worst. For example, they might assume that the original arrest charge is outstanding and that there is a warrant for your arrest or that you were found guilty of the original arrest charge when you were actually acquitted or convicted of less serious charges.

Second, review your criminal history records to spot cases that can be sealed, expunged, or purged but are currently not. For more information on the expungement, sealing, and purging of cases and other remedies, please = read Chapter 3 of our book, *California Gun Laws: A Guide to State and Federal Firearm Regulations*. You can purchase this book at: www.CalGunLawsBook.com.

Clarification of Selective Terms Found in Your Criminal History Records

- **Infraction:** A noncriminal case with a penalty of a fine rather than imprisonment.
- **Misdemeanor:** A misdemeanor is a crime punishable by maximum confinement of one year in jail. Misdemeanors also carry fines, commonly a maximum fine of \$1,000.00.
- **Felony:** A felony is a crime punishable by minimum confinement of one year in state prison. Felonies are commonly also punished by fines and formal, supervised probation.
- **“Wobbler”:** Crime that can be charged as either a misdemeanor or a felony depending on the circumstances. Notably, a skillful attorney can many times reduce a wobbler charged as a felony to a misdemeanor.
- **Deferred Entry of Judgment:** The court defers judgment and sentence, and your guilty plea will not be listed as a conviction if you plead guilty and complete probation or treatment.
- **Pre-plea Drug Diversion:** The court will ultimately dismiss your charges if you successfully complete a program involving counseling, drug testing, education, and other conditions. The court also has discretion to reinstate your criminal charges if it finds your conduct or progress during the program to be unsatisfactory.
- **Bench Warrant:** A bench warrant is issued for your arrest if you fail to appear on your assigned court date.
- **Conditional Sentence:** The court will discharge you and not require you to serve time in jail if you satisfy certain conditions, such as attending an alcohol or drug treatment program. However, your guilty plea or verdict is still considered a conviction.
- **Vacating or Setting Aside a Guilty Plea or Verdict:** If a court vacates or sets aside your guilty plea or verdict, you can then apply for a Certificate of Rehabilitation, pardon, and expungement. However, your guilty plea or verdict is still considered a conviction.
- **Expungement** (a.k.a. having a case “set aside and dismissed”): A remedy indicated by “DISM, FURTH OF JUST” or “dismissed pursuant to PC 1203.4” in your criminal history records, informing the reader that your conviction has been dismissed in furtherance of justice. Most adult misdemeanor and felony convictions and most criminal juvenile convictions can be expunged.

Common Abbreviations Found in Criminal History Records

AD	Arson Division or Advertise	DD	Department of Defense
ADLT	Adult	DE	Drug Enforcement Unit
ADW	Assault w/ Deadly Weapon	DEG	Degree
AF	Air Force	DIS	Disrupt; Disorderly
ALC	Alcohol	DISCHRG	Discharge
AMMO	Ammunition	DISCL	Disclose
ANML	Animal	DISORD	Disorderly
AP	Airport Authority/Police	DIST	Distribute
ASSLT	Assault	DJ	Department of Justice
AR	Army	DLR	Dealer
ATT	Attempt	DOC	Document
BATT	Battery	DTH	Death
BLDG	Building	EMER	Emergency
BN	Federal Bureau of Narcotics	EMP	Employee
BUS	Business	ENT	Enter; Entry
CA	City Attorney	ESC	Escape
CB	County Board	EXPLO	Explosive
CC	City Board	F/ARM	Firearm
CCW	Carry Concealed Weapon	FA	Federal Appeal Court
CD	County Detention	FAC	Facility
CE	Consulate/Embassy	FB	FBI
CG	Coast Guard	FC	Federal Board
CHP	California Highway Patrol	FD	Federal District Court
CI	Correctional Institution	FED	Federal
CJ	County Jail	FEL	Felon; Felony
CL	State College	FF	Fire Department
CM	Community College	FG	Fish & Game Code
CN	County Penitentiary	FI	Financial Institution
CNTL	Controlled	FM	Fire Marshal
CNTRFEIT	Counterfeit	FP	Federal Prison
COMMUN	Communication	FS	Federal Supreme Court
CO	Coroner	FTA	Failure to Appear
CONS	Consent	GBI	Great Bodily Injury
CONT	Continue	GMS	Grams
COP	Copulation	GOVT	Government
CORP	Corporate	GW	Game Warden
CP	County Police	HAZ	Hazard
CR	County Clerk/Recorder	HC	House of Corrections
CS	Custom Station	HNT	Hunt
CT	Contractor	HO	Hospital
CU	Court Unknown	HP	Highway Patrol
CYA	California Youth Authority	HR	Human Resources
D.L.	Driver's License	HS	Health & Safety Code
DA	District Attorney	HWY	Highway
DB	Disciplinary Barracks	HYPO	Hypodermic
DC	District Court	ID	Identification or Identification

			Bureau
IDN	California DMV issued ID Number	PP	Public Prosecutor
INDEC	Indecent	PROC	Procedure
INFLU	Influence	PROP	Property
JD	Juvenile Detention	PRSN	Person
JL	Jail	PROC	Procedure
JUDL	Judicial	PROP	Property
JV	Juvenile Court	PRSN	Person
L&L	Lewd and Lascivious Act	PRSNL	Personal
LEG; LEGIS	Legislative	PRV	Private
LIC	License	PS	Department of Public Safety
LIQ	Liquor	PT	Port/Harbor
LVE	Leave	PU	Public Facility
MA	Marine Corps	PUB	Public
MANS�	Manslaughter	PV	Private School
MARIJ	Marijuana	REF	Refuse
MAT	Material	REG	Register
MC	Municipal Court	REM	Remain
ME	Medical Examiner	REP	Represent
MF	Medical Facility	REWRD	Reward
MG	Magistrate	RIFL	Rifle
MISD	Misdemeanor	RMV	Remove
MJ	Municipal/City Jail	RPT	Report
MNR	Minor	RR	Railroad
MNU	Miscellaneous Number	SA	State Board of Appeal
MR	Marshall	SB	State Board
MS	Military Stockade	SBI	Serious Bodily Injury
MTR	Motor	SC	Superior Court
NA	Navy	SCH	School
NARC	Narcotics	SD	State Department
NBR	Number	SE	Secret Service
NDL	Needle	SEC	Second
NEG	Negligence	SF	State Farm
NF	Nuclear Facility	SG	State Agency
NP	National Park	SIG	Signal
NT	Narcotic Task Force	SJ	State Jail
OBJ	Object	SM	State Commission
OCC	Occupation	SO	Sheriff's Office
OFCL	Official	SP	State Prison
OFCR	Officer	SPEC	Specific
OFF	Offense	SPEC CIRC	Specific Circumstances
OFN	Offender	SS	State Supreme Court
OHV	Off-Highway Vehicle	ST	State Police
OPR	Operate	STLN	Stolen
PA	Parole	STU	Student
PASS	Passenger	SU	State University
PD	Police Department	SUB	Substance
PF	Private Facility	SURV	Survey

PH	Phone	SW	Social Welfare
PR	Probation Department	SYR	Syringe
PREM	Premises	TD	Transit District
PRESCRIP	Prescription	TF	Task Force
PO	Peace Officer or Proprietary Security Organization	TK	Take
POSS	Possess	TRAN	Transit
PP	Public Prosecutor	TRANSF	Transfer
PR	Probation Department	TRANSP	Transport
PREM	Premises	UC	University of California
PRESCRIP	Prescription	UD	Unified School District
UNAUTH	Unauthorized	VES	Vessel
UNLAW	Unlawful	VICT	Victim
UNOCC	Unoccupied	VIOL	Violation
W/	With	VOLT	Voltage
W/O	Without	WH	Workhouse
W/PR	With prior	WIT	Witness
WF	Work Furlough Program	WPN	Weapon
VA	Veterans Administration	WST	Waste
VC	Vehicle Code	YA	Youth Authority
VD	Venereal Disease	YO	Youth Organization
VEH	Vehicle	+	Over
		-	Under

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