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Yuma County Sheriff's Office

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LOCAL CRIMINAL HISTORY RECORD CHECK

The Yuma County Sheriff's Office (YCSO) will conduct a criminal history record check upon request. You can only request a criminal history record check on yourself, and it will only include contact you have had with the YCSO within the last ten years, unless otherwise requested. For other local agencies, you must contact each agency separately.

If you are submitting your request via U.S. mail, you must include a notarized copy of your picture identification and original signature along with the Local Record Check form. **See the backside of this form for detailed information regarding the YCSO Proof of Identification Requirements**

Mail completed Local Record Check form and proof of identification to: **Yuma County Sheriff's Office, ATTN: Records Department, 141 S. 3rd Avenue, Yuma, AZ 85364.**

Letter of No Record/Incarceration: If you require a certified "Letter of No Record" or "Letter of Incarceration", please indicate this by checking the appropriate box on the form.

Please allow **3 business days** for the request to be processed. There is no charge for the record check or the certified letter of no record. The record check and/or letter of no record requested will only be kept on file for two (2) weeks from the date of request.

DATE OF REQUEST	TIME OF REQUEST ☐ AM ☐ PM	DELIVERY METHOD ☐ Will pick up ☐ Mail	
NAME (Last, First, Middle Initial)		MAIDEN NAME/AKA'S	
SOCIAL SECURITY NUMBER	DOB	SEX	RACE
CURRENT ADDRESS (Street Address, City, State, Zip Code)			TELEPHONE NUMBER
PREVIOUS ADDRESS (Street Address, City, State, Zip Code)			
LETTER OF NO RECORD: ☐ Yes ☐ No		LETTER OF INCARCERATION: ☐	
IF MAILING FORM: I have enclosed proof of identification as required by the YCSO ☐ (see backside of form)			
SIGNATURE			

FOR RECORDS USE ONLY	
Completed by: _____	Date Completed: _____
FORM RECEIVED VIA MAIL: Proof of ID requirements met ☐ Yes ☐ No	
Comments: _____	

Proof of Identification Requirements

All Yuma County Sheriff's Office (YCSO) Local Criminal Record Check forms submitted for processing via U.S. mail or electronic mail **must** include a **notarized** copy of the applicant's picture identification **and** their original signature (see SAMPLE A). **Forms received without the required proof of identification will be returned to the applicant without processing.**

NOTE: The following information is derived from the Arizona Notary Public Reference Manual published by the Department of State, Office of the Secretary of State (October 2019) and is provided as a courtesy.

Copy Certifications A.R.S. § 41-311(3)

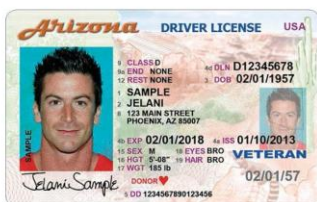
DEFINITION: "Copy certification" means a notarial act in which the notary certifies that the notary has made a photocopy of an original document that is neither a public record nor publicly recordable. **The notary must have access to a copy machine and cannot use a photocopy provided by the requestor.**

Copy Certification Checklist

- ☐ If the notary does not have access to a copy machine the notary must not perform the copy certification.
- ☐ If the notary has access to a copy machine, they must verify the document presented is an original document. A copy certification cannot be performed on copies of a document or a certified copy. If the document presented is not an original, the notary must refuse the copy certification.
- ☐ The notary confirms that the original document presented is not a public record nor is it publicly recordable. If the document presented is a public record or is publicly recordable, the notary must refuse the notarization as a copy certification.
- ☐ The notary fills out the journal with the requestor's satisfactory evidence presented.
- ☐ If a credible person is used, he or she must be placed under oath and swear or affirm that the signer has the identity claimed.
- ☐ The requestor signs the notary's journal.
- ☐ If a credible person is used, the credible person also signs the notary journal.
- ☐ The notary copies the document.
- ☐ The notary writes or types, on the face of each copy, the notarial language from the **SAMPLE A** below.
- ☐ The notary completes the notarial certificates.
- ☐ The notary signs the notarial certificates.
- ☐ The notary affixes his or her notary seal. The seal generally is affixed to the left of the signature [A.R.S. § 41-311(3)].
- ☐ If an attach certificate is necessary, see **SAMPLE B** below for required elements and examples.

SAMPLE A Arizona Driver's License or Identification

The notary writes or types the COPY CERTIFICATION on the face of each copy.



Applicant Signature _____

COPY CERTIFICATION SAMPLE

State of Arizona)
County of _____)
[Name of County]

I, _____, a notary public, do certify that, on
[Name of Notary Performing the Certification]

the _____ day of _____, 20____, I personally made the
[Day] [Month] [Year]

above/attached copy of _____ from the
[Document Title]

original, and it is a true, exact, complete, and unaltered copy.

(seal) _____
[Affix Seal Here] Notary Public [Notary Public Signature]

SAMPLE B

SAMPLE ATTACHMENT TO NOTARIAL CERTIFICATE - COPY CERTIFICATION

The Secretary of State provides this sample certificate for the convenience of our customers. However, our office cannot offer legal advice and is only able to guarantee that it is acceptable under Arizona State Notary Law.

SAMPLE

NOTARY COPY CERTIFICATION

STATE OF _____

COUNTY OF _____

I, _____, a notary public, do certify that on this ____ day of _____, 20____, I personally made a photocopy of _____, from the original, and it is a true exact,

complete unaltered copy.

(Notary Seal)

NOTARY PUBLIC

Description of document this notarial certificate is being attached to:	
Type/Title	
Date of Doc	
Number of Pages	
Add'l Signers (other than those named in the notarial certificate.)	