



CITY OF PORTLAND, OREGON



Bureau of Police

1111 S.W. 2nd Avenue • Portland, OR 97204

Integrity • Compassion • Accountability • Respect • Excellence • Service

PORTLAND POLICE BUREAU – RECORDS DIVISION NAME RECORD / BACKGROUND CHECKS

Name Record/Background Check/VISA Letter \$16.00 per individual

This record only lists contact between an individual and the Portland Police Bureau for which a police report was created.

- An individual may request their own record in person at Public Records at Central Precinct, 1111 SW 2nd Avenue, 1st Floor. The individual must have valid picture identification.
- If an individual lives more than 25 miles from Portland, or is physically unable to present themselves to the Portland Police Bureau, they may make their request online at the [Portland Public Records Request Center](#) or by mail using the [Uniform Public Records Request Form](#) here. A copy of their valid picture identification must be included with the request (hardcopy, digital PDF, or digital photo). The record will be provided either through the Portland Public Records Request Center, by email, or mailed to the requestor.
- Third party requests for a name record must be submitted through the [Portland Public Records Request Center](#) or by mail using the [Uniform Public Records Request Form](#) here. Requests must include name and date of birth.
- Records are certified a true copy upon request.
- Certification of Immigration and Customs Enforcement VISA letters are available upon request, free of charge.

**Community Policing: Making the Difference Together
An Equal Opportunity Employer**

City Information Line: 503-823-4000, TTY (for hearing and speech impaired): 503-823-6868 Website: www.portlandpolice.com