[date]

Kansas Bureau of Investigation  
Attn: Criminal History Records Section  
1620 SW Tyler  
Topeka, KS 66612-1837

To Whom it May Concern:

I request a copy of my complete Kansas criminal history record. The reason for this request is that I am a law student at Washburn University School of Law and want to ensure that I have completely and accurately disclosed all of my criminal history to the school, including arrests, diversions, expungements, and juvenile offender incidents as required by the school and as will be required in the future by the Kansas Board of Bar Examiners under the authority of the Kansas Supreme Court when I apply to sit for the bar.

My identifying information is as follows:

* Full name(s): [List all names you have ever used.]
* Date of birth: [List all dates of birth you have ever used.]
* Social Security Number: [List all social security numbers you have ever used.]

As conclusive proof of my identity, enclosed is my fingerprint card taken by [the KBI; Topeka Police Department, etc.] on [date].

Also enclosed is [personal check, money order, or cashier’s check] payable to the KBI Record Check Fee Fund for $45.00 ($35.00 for the record check, and $10.00 to have my rap sheet notarized.)

Please mail my Kansas criminal history rap sheet to: [provide full name and complete mailing address].

Respectfully,

[Your written signature]