

INSTRUCTIONS FOR REQUESTING CRIMINAL RECORDS FROM THE SUPERIOR COURT OF CALIFORNIA, LOS ANGELES COUNTY

To obtain either a copy of your criminal records or a certified “No Record” letter from the Clerk of the California Superior Court for the County of Los Angeles:

In-Person:

- If you have no records, visit the Criminal Clerk counter of the courthouse closest to you. Los Angeles County criminal courthouse locations can be found at: <http://www.lacourt.org/courthouse/mode/division/criminal> [lacourt.org].
- If you believe you have records, visit the Criminal Clerk counter of the courthouse where your case was filed/heard.
- You will need to bring your government issued picture ID (like driver’s license or passport) and be prepared to pay for any copy fees.
- Request the Criminal Clerk to run a name and date of birth search for any criminal records.
- If no records are found, Clerk will issue you a certified “No Record” letter. Please provide a copy of that letter to Dell’s Onboarding Team.
- If records are found, the Clerk will provide copies of the records or direct you to the court location where the case was filed/heard in order to obtain copies. Please inform Dell’s Onboarding Team after you have copies of your records so that we can assist you in providing the relevant records needed for your background screening.

Mail-In:

- Mail a letter requesting the Criminal Clerk run a name and date of birth search of your criminal records and ask that, if no records are found, the Clerk provide a certified “No Record” letter, or if records are found, the Clerk provide copies of any file with records.
- Your letter request will need to include a copy of your government issued photo ID (like driver’s license or passport).
- You will also need to include a self-addressed, stamped envelope for the Clerk to mail the letter/copies back to you.
- If you believe you have no records, mail your request for a certified “No Record” letter to:

Los Angeles Superior Court
Clara Shortridge Foltz Criminal Justice Center
210 West Temple Street
Los Angeles, CA 90012

- If you believe you have records and want copies, mail your request Attn: Criminal Records Clerk to the courthouse where your case was filed/heard. Los Angeles County criminal courthouse addresses can be found at: <http://www.lacourt.org/courthouse/mode/division/criminal> [lacourt.org]