



How to Get Back Your Right to Vote



ACLU of Arizona • P.O. Box 17148 • Phoenix, AZ 85011-0148
602-650-1854 (office) 602-650-1376 (fax)
Visit us on-line at: <http://www.acluaz.org/>

HOW TO OBTAIN NECESSARY DOCUMENTS

CRIMINAL RECORDS FOR A STATE CONVICTION:

- **FOR PHOENIX AREA:** Go to the Department of Public Safety at 18th Ave and Encanto. Ask for your fingerprint record; it's free but you will need identification. You must do this in person. No one else can do it for you unless you have an attorney. Fill out the forms and provide a mailing address. It will take 2-3 weeks to receive it.
- It will have on it every charge in every county and state. It will also have the arresting agency and the statute number of the crime you were convicted of and the final disposition. You will need all of this information to fill out the rights restoration form. Be sure to check for accuracy. If the record contains inaccurate or incomplete information, you will have to follow through to insure it is corrected or updated.
- **FOR PHOENIX RESIDENTS:** Records are also available at Offices of the Clerk of the Court, 601 W Jackson, Phoenix, 8-5, M-F.

CRIMINAL RECORDS FOR A MARICOPA COUNTY SUPERIOR COURT CONVICTION:

(Same process for other counties in state, except you must go to the Superior Court website where you were convicted.)

- To obtain information and forms Online go to: www.superiorcourt.maricopa.gov
 - Step 1 Click on "case history" on right
 - Step 2 Go to "criminal cases"
 - Step 3 Go to "case history" and fill in the information with:
 - last name
 - first name
 - criminal number (if you have it)
 - disposition
 - or whatever information you have
- Here you can get the information about your arresting agency, dates, CR number, final disposition etc.
 - Return to home page
 - Go to "site index"
 - Go to "self service"
 - Go to "Requesting the restoration of civil rights"
 - There you will find the "Restoration of Civil Rights Application"

IF YOU WERE IN PRISON, YOU'LL NEED A CERTIFICATE OF ABSOLUTE DISCHARGE, WHICH CONFIRMS THAT YOU HAVE PAID ALL YOUR FINES AND RESTITUTION.

- Write to: ATTN: Arizona Department of Corrections, 1601 W Jefferson, M/C 112, Phoenix, AZ 85007 to ask for the document. It will take from 3-6 weeks to obtain it.



How to Get Back Your Right to Vote



ACLU of Arizona • P.O. Box 17148 • Phoenix, AZ 85011-0148
602-650-1854 (office) 602-650-1376 (fax)
Visit us on-line at: <http://www.acluaz.org/>

NEVER IN PRISON, BUT ON PROBATION? YOU WILL NEED TO CONTACT THE OFFICE THAT SUPERVISED YOUR PROBATION. The probation department will issue the certificate of absolute discharge if you were never in prison or if you were in prison but were released to complete a sentence of probation after prison.

TO CONFIRM THAT YOU'VE PAID ALL FINES: CALL THE CLERK OF THE COURT WHERE YOU WERE SENTENCED.

CRIMINAL RECORDS FOR A FEDERAL CONVICTION:

- Go to the clerk's office of the United States District Court, 401 W Washington, Phoenix (602-322-7200); 123 N. San Francisco St, Flagstaff; 405 W Congress St, Tucson (520-205-4200); Prescott Valley Courthouse, 325 W 19th St, Suite A 3001 N Main St, Prescott Valley; or 325 W 19th St, Yuma AZ 85364.
- Obtain copies of the absolute discharge papers.