

# ***STATE BUREAU OF IDENTIFICATION***

***45 COMMERCE DRIVE, SUITE 1  
STATE HOUSE STATION #42  
AUGUSTA, MAINE 04333***

**In accordance with provisions as set forth in Title 16 M.R.S.A. Sec. 611 et seq., the State Bureau of Identification is authorized to disseminate adult, conviction data to anyone for any purpose and other information as authorized by law.**

**To obtain this information you must put your request in writing on letterhead stationery, if available, clearly identifying the following:**

- 1. NAME OF PERSON INQUIRED UPON AND ANY OTHER NAMES USED  
PREVIOUSLY, i.e.; MAIDEN NAME, OTHER MARRIED NAMES, ALIASES**
- 2. COMPLETE DATE OF BIRTH**
- 3. PURPOSE OF REQUEST, i.e.; EMPLOYMENT, VISA**
- 4. INQUIRER'S NAME, ADDRESS AND TELEPHONE NUMBER**
- 5. FEE OF \$31.00 (\$41.00 if notarized copy is required) FOR EACH PERSON INQUIRED UPON, DUE AT THE TIME THE INQUIRY IS MADE. (Make check payable to: *TREASURER, STATE OF MAINE.***
- 6. MAIL INQUIRY TO ADDRESS LISTED AT TOP OF THIS NOTICE.**

*(The fee is required of all persons, non-governmental agencies, out-of state government agencies and federal government agencies. Public Schools within the State of Maine are exempt from the fee. Governmental agencies within the State of Maine, for licensing purposes where a fee is charged for the license and the record check is NOT mandated by law, are subject to the fee of \$31.00. Government agencies within the State of Maine, for non-licensing purposes or for licensing purposes where no fee is collected or record check is mandated by law, are exempt from the fee.)*

**If you have questions, please call (207) 624-7240.**