JUDICIAL CORRECTION WORKSHEET

Return To:
Michigan State Police
Criminal Justice Information Center
P.O. Box 30634
Lansing, Michigan 48909
Attention: Judicial Corrections
Fax: 517-241-0866

Note: This form must only be used when a court is unable to electronically update judicial on Criminal History Records (CHR).

I. Requestor Information

Date of Request	Phone Number of Requestor
Name of Requestor	Email Address of Requestor

II. Entry Information

Court Originating Agency Identifier (ORI) (Mandatory)	Court Case Number (Mandatory)	
Criminal Tracking Number (CTN) or Transaction Control Number (TCN) (Mandatory)	Incident Number (Mandatory when using TCN)	
Name at Arrest (Mandatory)	Date of Birth (Mandatory)	State ID Number (SID) (Mandatory)

III. Correction Information

Select all the corrections to be made to the judicial segment of CHR and include the court document. At least one correction must be selected prior to submission.

- ☐ **CHR Judicial Correction (Note Changes) -** Email to msp-crd-judicial@michigan.gov.
- ☐ **Add Disposition to CHR -** Email to msp-crd-judicial@michigan.gov.
- ☐ **Non Public Case with Added Conviction -** Email to msp-crd-judicial@michigan.gov with "**NON PUBLIC**" in the subject line.
- ☐ **Motion Order for Destruction of Fingerprints and Arrest Card (MC 235) Note: Include subject's name, date of birth and current address on MC 235. -** Email to msp-crd-morpsnics@michigan.gov with "**FINGERPRINTS**" in the subject line.
- ☐ **Order on Application to Set Aside Conviction (MC 228) -** Email to msp-crd-csamanual@michigan.gov with "**SET ASIDE**" in the subject line.
- ☐ **Order on Application to Set Aside Adjudication (JC 66) -** Email to msp-crd-csamanual@michigan.gov with "**SET ASIDE**" in the subject line.

Electronic Court Reject Responses

Copy the complete reject response message and e-mail to msp-courtrej@michigan.gov for a resolution.