Kansas Bureau of Investigation
Identity Theft Claim Form Instruction Page

Correcting Criminal Records at the KBI Central Repository

Instructions for the victim

If you believe your personal identification information such as your name, date of birth or social security number has been used by another individual whose criminal history is held at the KBI Central Repository you should complete an Identity Theft Claim Form.

Once you have printed the claim form fill out the top portion of the first page and the second page. You will need to include a passport quality photo and a photo copy of a government issued photo ID with the claim form. Staple the photo copy of your photo ID to the claim form. Do NOT staple the passport photo to the claim form.

A passport quality photo must be 2x2 inches in size, taken within the past 6 months showing current appearance, color or black and white, full face - front view with plain white or off white background, between 1 inch and 1 2/3 inches from the bottom of the chin to the top of the head, taken in normal street attire. Look in the yellow pages of your local phone book under "passport" to see where to go to get a passport quality photo taken in your area.

Take this instruction page, the Claim form, the photo copy of a government issued photo ID and passport photo to your local police or sheriffs department to be fingerprinted.

The local law enforcement agency will verify your identity with a government issued photo ID, and then fingerprint you directly on the claim form. Sign and date the form after you have been printed. To insure the integrity of the fingerprints, the law enforcement agency will mail form and photos to the KBI Central Repository for processing. The KBI will only accept claim forms that are submitted by a law enforcement agency in an official agency envelope. You may be asked to provide postage.

Instructions for law enforcement

Please verify the identity of the individual with a government issued photo ID. The individual should also have attached a photo copy of their photo ID to the Claim Form. Please make sure the photo copy and the passport photo matches the ID they provide to you, then initial the Claim form on the "photo verified" space.

Fingerprint the person directly on the Identity Theft Claim Form, then sign the form and enter your agency's ORI. Have the person sign and date the form.

To insure the integrity of the fingerprints and the identity you verified, please mail the Claim Form, the photo copy of their government issued photo ID and passport photo to the KBI Central Repository in your agency's official envelope. Our address is provided on the Claim Form. DO NOT ALLOW THE SUBJECT TO MAIL THESE FORMS.