

## DISPOSITION REPORT

States must ensure dispositions are routed through their state bureaus, when applicable.

Email completed form to R84@fbi.gov (preferred method), fax to 304-625-9896, or mail to: 1000 Custer Hollow Road Clarksburg, WV 26306.

|  |  |                                |                                   |                                 |  |
|--|--|--------------------------------|-----------------------------------|---------------------------------|--|
| FBI Number (UCN)   |  | State Identification No. (SID) |                                   | *Date of Birth                  |  |
| *Name on fingerprint card submitted to FBI (Last, First, Middle) |  |                                | Contributing/Arresting Agency ORI |                                 |  |
| *Date of Arrest  |  | Offense(s) Charged at Arrest   |                                   |                                 |  |
| Social Security No.  |  | *Submitting Agency ORI         |                                   | *Submitting Agency, City, State |  |

Disposition Maintenance Required (see reverse for explanation):  Add  Replace  Append (CPL only)  Delete

| Court Charge # | *Court Offense Literal (COL) Charge at time of Disposition | Felony, Misd, or Other | *Court Provision Literal (CPL) Disposition | Relationship to Victim | Is the offense drug related? |
|----------------|--|------------------------|--|------------------------|------------------------------|
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|------------------------|--|
| Event Identifier (EVI) |  |
|------------------------|--|

\*Mandatory Field

Additional Court Charges and Dispositions can be added on reverse side of form.

## INSTRUCTIONS

1. The purpose of this report is to capture the disposition of an arrest to complete an individual's criminal history record information. The FBI number (UCN) should be indicated, if known. Asterisk indicates mandatory field, but all known data should be provided.
2. Pursuant to 28 C.F.R. 20.37, every criminal justice agency submitting disposition information to the Federal Bureau of Investigation (FBI) is responsible for assuring accuracy, completeness, and currency of the records and must, to the extent possible, ensure that dispositions are made available for all arrest data included on the individual's record. Dispositions should be submitted by criminal justice agencies within 120 days after the disposition has occurred.
3. When the arrested person is convicted or pleads guilty to a lesser or different offense than when originally arrested, this information should be clearly indicated.
4. Disposition Maintenance Requested explanation:

A- Add disposition data to DOA

R- Replace existing disposition for a DOA

D- Append disposition data to existing disposition data for a DOA

X- Delete existing disposition data for a DOA

A fillable R-84 Form is available for download at [www.fbi.gov](http://www.fbi.gov).

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Paperwork Reduction Act Notice: According to the Paperwork Reduction Act of 1995, no persons are required to provide the information requested unless a valid OMB control number is displayed. The valid OMB control number for this information collected is 1110-0051. The time required to complete this information collected is estimated to be five minutes, including time reviewing instructions, gathering, completing, reviewing and submitting the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for reducing this burden, please send to: Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530