

## **Instructions for Completion of Criminal History Background Search forms**

\*An example of a printed SP-167 form is at the end of these instructions

**Effective November 1, 2010, the public is hereby placed upon notice that returned checks or dishonored money orders and/or credit card payment denials will incur a handling fee of \$50 in addition to the amount of the original payment. Requesting goods or services will be deemed to be acceptance of these terms.  
Code of Virginia §2.2-4805.**

For a National background check, please go to the following link thru the FBI –  
<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

For a Virginia only background check, please go to - <http://www.vsp.virginia.gov/>

On the left hand side of the screen, click on Criminal Record Check

Next look for Criminal History Records Check (SP-167) and click on the link “Click here to create your SP-167 request to be printed for mailing to the Virginia State Police”

- Once you have clicked on the link please follow the instructions on the screen;
  - where you see “Form” please chose the correct form
    - SP-167 for individuals, agencies that are not authorized to use the SP-230, and out-of-state requests
      - Individuals requesting and receiving their OWN Results have the option for [Remote Online Electronic notarization through NotaryCam](#) for an additional \$15.00 fee. (this does not include a fingerprint search)
    - SP-230 for Virginia agencies that are licensed through the Department of Health/Social Services/Medical (you cannot use the SP-230 to search your own record; the SP-167 must be used)
    - SP-266 for Sex Offender and Crimes Against Minors Registry search
- Cost Structure and Types of Records Searches Available:
  - Criminal History Record [SP-167 & SP-230]
    - \$15.00 per search
  - Combination Criminal History/Sex Offender Registry [SP-167 & SP-230]
    - \$20.00 per search
  - Sex Offender Search [SP-266]
    - \$15.00 per search
  - Non-Profit Organization Combination Criminal History/Sex Offender Registry
    - \$16.00 per search. The form must have attached documentation explaining the purpose of the search is for volunteering services for a non-profit organization. The documentation must include the name of the organization, address and the tax-exempt identification number of the organization
  - Non-Profit Organization Complete Sex Offender
    - \$8.00 per search. The form must have attached documentation explaining the purpose of the search is for volunteering services for a non-profit organization. The documentation must include the name of the organization, address and the tax-exempt identification number of the organization
- After typing in the correct information, click on Confirm.
- After you confirm all information is correct, click on Generate.
- This will generate the form. A PDF icon will appear on your screen to open and print.

- Signatures:
  - SP-167 – this form requires notarized signatures.
    - Section 1: requires the notarized signature of the individual being searched
      - If you are requesting a search on yourself and the results are being mailed back to yourself, only Section 1 requires your notarized signature.
    - Section 2: requires the notarized signature of the individual who is receiving the results (Individual named in the 'Mail Results To' section)
  - SP-230 – this form requires the signature of the individual who is receiving the results (Individual named in the 'Mail Results To' section)
  - SP-266 – no signature required

\* The SP-167 form runs a search for Virginia convictions only; if you need a search on Virginia charges, dismissals and pending charges as well, please attach a completed fingerprint card to the SP-167 form.

Do not write anything at the bottom section of the form, Virginia State Police will mark the results accordingly in the bottom section.

Mail Completed form to:

Virginia State Police  
 Civil & Applicants Records Exchange  
 P.O. Box 85076  
 Richmond, VA 23285

The process can take up to 15 business days from the date we receive it.

- Payment:
  - Business Check, Certified Check or Money Order
    - Make Payable to Virginia State Police; ensure check is dated and signed
    - NO personal checks are accepted
  - Credit Card
    - Mark which credit card type will be used
      - Only MasterCard and Visa are accepted
    - Clearly write the credit card number in the designated section
    - Clearly write the credit card expiration date in the designated section
    - The card holder must sign in the designated section
  - Virginia State Police Charge Account Number:
    - This is for NCJI account holders only
      - Clearly write in your NCJI Account# (A\*\*\*\* / B\*\*\*\*)

Tips on expediting –

-Pay by Business Check, Money Order or Certified Check

-Mail in to us via next day air (at your cost)

When the completed form is returned, it will be marked accordingly at the bottom. An explanation of the results are:

- 'No Conviction Data – Does Not Preclude the Existence of an Arrest Record' means that there were no Virginia convictions found.
- 'No Criminal Record – Name Search Only' means that this search was ran as a specific type of 'purpose' (e.g. VISA-International Travel) – it means there were no Virginia convictions or charges found.
- 'No Criminal Record – Fingerprint Search' is if a fingerprint card was submitted along with the SP167 – it means there were no Virginia convictions or charges found.
- 'No Sex Offender Registration Record' means that no Virginia Sex Offender Registration was found.
- 'Criminal Record Attached' means that a Virginia criminal record was found and is attached to the form.

**VIRGINIA CRIMINAL HISTORY RECORD NAME SEARCH REQUEST**

**PURPOSE OF THIS REQUEST (Check only one):**

DOMESTIC ADOPTION       INTERNATIONAL ADOPTION \_\_\_\_\_ COUNTRY \_\_\_\_\_

VISA (INTERNATIONAL TRAVEL)       OTHER (please specify) EMPLOYMENT

0069748846

**NAME OF PERSON TO BE SEARCHED (Printed Signature Required for Section 2 Only)**

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME
LAST	FIRST	MIDDLE	MAIDEN
RACE	SEX	DATE OF BIRTH	SOCIAL SECURITY NUMBER
W	F	01 / 01 / 1900 (MM/DD/YYYY)	111-11-1111

**Section 1: AFFIDAVIT FOR RELEASE OF INFORMATION:**

I hereby give consent and authorize the Virginia State Police to search the files of the Central Criminal Records Exchange for a criminal history record and report the results of such search to the agent or individual authorized in this document to receive same.

State of Virginia       County       City of Sampleville ; to wit: Subscribed and sworn to before me on: 1/2/2021  
 Signature: First M. Last  
 My commission expires: 12/12/2024 My registration # is: 012345

**Section 2: SIGNATURE OF PERSON MAKING REQUEST: (Agency or Individual Notarized Signature Required)**

As provided in Section 19.2-389, Code of Virginia, I hereby request the criminal history record of the individual named above and swear or affirm I have the consent of the individual to obtain their record and will not further disseminate the information received, except as provided by law.

State of Virginia       County       City of Testville ; to wit: Subscribed and sworn to before me on: 1/3/2021  
 Signature: John Doe  
 My commission expires: 3/4/2025 My registration # is: 67890

**NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST: (If Agency or Agent is Receiving the Results, their Notarized Signature is Required in Section 2)**

NAME TEST AGENCY ATTENTION MR. JOHN DOE ADDRESS 123 TEST ROAD STE. 0 CITY TESTVILLE      STATE VA      ZIP CODE 12345	Please provide your contact information in case there is a discrepancy with your form. Phone: <u>(999)999-9999</u> Email: <u>testagency@test.test</u>
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**FEES FOR SERVICE:**

\$15.00 CRIMINAL HISTORY SEARCH      \* FEES For Volunteers with Non-Profit Organizations:  
 \$20.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH       \$8.00 CRIMINAL HISTORY SEARCH  
 \$16.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH

\* To be entitled to reduced price, services must be on volunteer basis for a non-profit organization with a tax exempt number. Attach documentation to form which supports volunteer status and include organization's name, address, and the tax exempt identification number.

**METHOD OF PAYMENT: (Note: Personal Checks Not Accepted)**      **Mail This Form To:**

Business or Certified check or Money order (payable to Virginia State Police)

**CHARGE CARD:**  MasterCard       VISA

Account Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Virginia State Police NCH Account Number: \_\_\_\_\_

Virginia State Police  
 Civil & Applicant Records Exchange  
 PO Box 85076  
 Richmond, VA 23285

**FOR STATE POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

Response based on comparison of name information submitted in request against a master name index maintained in the Central Criminal Records Exchange only. Unless fingerprints are submitted, this request will only return Virginia Convictions.

No Virginia Conviction Data – Does Not Preclude the Existence of an Arrest Record  
 No Virginia Criminal Record – Name Search Only       No Virginia Criminal Record – Fingerprint Search  
 No Virginia Sex Offender Registration Record       Virginia Criminal Record Attached

Date: \_\_\_\_\_ By CCRE/ \_\_\_\_\_

Purpose code:       C  
 N  
 O

