

Fingerprinting for Missing Booking Information

Effective July 1, 2019

INSTRUCTIONS

Part 1 Local Probation Officers:

§ 9.1-176.1 of the Code of Virginia requires that at least 60 days prior to an offender's release, or prior to submitting a request to the court that the offender be released from supervision, Probation Officers shall review the criminal history record of the offender to verify that the offense for which the offender is being supervised appears on the offender's criminal history record, if such offense is required to be reported to the Central Criminal Records Exchange (CCRE).

If the reportable offense does not appear on the criminal record, the Probation Officer must provide written or electronic notification to the CCRE. This may be accomplished by completion of the VSP/CCRE Notification of Missing Booking Information form SP-331, which is available on the State Police website at <http://www.vsp.virginia.gov/FormsPublications.shtm>.

The Probation Officer must give a copy of the completed form SP-331 to the offender with instructions to report to the indicated law enforcement agency to be fingerprinted and photographed.

Part 2 Booking Agencies:

CCRE records indicate that the person presenting this form was arrested, but the booking information required by § 19.2-390 of the Code of Virginia has not been received. Please complete Form **SP-180** or **Live Scan** as outlined below.

When fingerprinting the offender for a Delayed Booking on an **SP-180** Arrest Card, the Court Case Number (CCN), this is on the accompanying form and is associated with the first missing charge, must be written in the Occupation field located on the card. In addition, the Offense Tracking Number (OTN) and the words Delayed Booking need to be written above the Document Control Number (DCN) located on the card.

When fingerprinting the individual for a Delayed Booking using **Live Scan**, the Court Case Number (CCN) noted on the SP-331 must be entered in the Occupation field. The Offense Tracking Number (OTN) noted may be entered in the OTN field. Once the Delayed Booking is transmitted to the State Police, the card must be printed and the words "Delayed Booking" need to be written on the card prior to mailing.

The Booking Officer shall sign the form SP-331 upon completion and the offender shall return the completed form to the Probation Officer. The Probation Officer will fax the completed form to 804-674-8530.

Mail the Form SP-331 (Notification of Missing Booking Information) along with the SP-220 or the SP-180 (fingerprint card) and a photograph to:

Commonwealth of Virginia
Department of State Police
Central Criminal Records Exchange
Post Office Box 27472
Richmond, Virginia 23261-7472
FAX 804-674-8530

For questions related to the submission of Notification of Missing Booking Information, please contact the Central Criminal Records Exchange Manager at 804-674-6724.

VIRGINIA STATE POLICE
Central Criminal Records Exchange

NOTIFICATION OF MISSING BOOKING INFORMATION

Part 1 **Local Probation Officers**

Name of agency submitting notification: _____

Submitting Probation Officer: _____ Phone number: _____

State Identification Number (SID): _____ FBI number: _____

(IF KNOWN)

(IF KNOWN)

Offender name: _____

FIRST

MIDDLE

LAST

Offender: _____

RACE

SEX

DOB

SOCIAL SECURITY NUMBER

Offender current physical address: _____

(NO POST OFFICE BOX NUMBER)

Offender contact numbers: _____

CELL PHONE

WORK PHONE

HOME PHONE

Name of Court: _____

Court Case Number (CCN): _____

Offense Tracking Number (OTN): _____

Jurisdiction: _____ Charge severity: Felony Misdemeanor

(IF OTN IS NOT PROVIDED)

Charge not reported: _____

Original arresting agency: _____

Officer making original booking: _____

Offender referred to:

Original arresting agency: _____ for fingerprinting
and submission of fingerprints to CCRE

Virginia State Police are requested to fingerprint and submit Form SP-180 or SP-220, complete this form,
and FAX to CCRE at 804-674-8530

Part 2 **CONFIRMATION BY BOOKING AGENCY**

Officer: _____ Date: _____

Upon confirmation, the Offender is required to return this form to the Probation Officer listed.

CAUTION:

DO NOT EMAIL DUE TO THE PERSONALLY IDENTIFIABLE INFORMATION CONTAINED HEREIN.

Please contact the Virginia State Police CCRE Manager at 804-674-6724 for additional information.

**ADDITIONAL MISSING BOOKING INFORMATION
(IF NEEDED)**

Name of Court: _____

Court Case Number (CCN): _____

Offense Tracking Number (OTN): _____

Jurisdiction: _____ Charge severity: Felony Misdemeanor
(IF OTN IS NOT PROVIDED)

Charge not reported: _____

Original arresting agency: _____

Officer making original booking: _____

Name of Court: _____

Court Case Number (CCN): _____

Offense Tracking Number (OTN): _____

Jurisdiction: _____ Charge severity: Felony Misdemeanor
(IF OTN IS NOT PROVIDED)

Charge not reported: _____

Original arresting agency: _____

Officer making original booking: _____

Name of Court: _____

Court Case Number (CCN): _____

Offense Tracking Number (OTN): _____

Jurisdiction: _____ Charge severity: Felony Misdemeanor
(IF OTN IS NOT PROVIDED)

Charge not reported: _____

Original arresting agency: _____

Officer making original booking: _____

Name of Court: _____

Court Case Number (CCN): _____

Offense Tracking Number (OTN): _____

Jurisdiction: _____ Charge severity: Felony Misdemeanor
(IF OTN IS NOT PROVIDED)

Charge not reported: _____

Original arresting agency: _____

Officer making original booking: _____