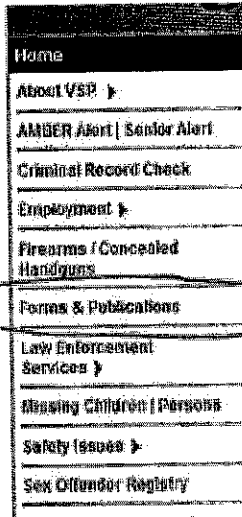


Please go to <http://www.vsp.state.va.us/>

On the left-hand side of the screen, click on Forms & Publications



Next look for Criminal History/Background and click on the link the arrow is pointing to: "Click here to create your request to be printed for mailing to the Virginia State Police"

Criminal History/Background

Criminal Background: National Criminal Background Check For Employees or Volun- Elderly and Disabled (SP-24)

(In order to submit this form, you must be a registered and licensed entity who is entitled to receive this information pursuant to the Code of
Virginia (VSP at (800) 672-6885 or 804-672-6885 for information regarding job process.)

Criminal History Record Request / Sex Offender Name Search Forms:

 [Click here to create your request to be printed
for mailing to the Virginia State Police \(must mail in one form per request\).](#)

If you are unable to print this form, contact the Help Desk at (804) 674-2131. Please e-
calling the Help Desk.

Once you have clicked on the link please follow the instructions on the screen. Where you see "Form" please choose the correct form (either SP-167 for individual requests or SP-230 for acceptable Virginia businesses). After typing in the correct information, click on confirm. After you confirm all information is correct, click on generate. This will generate the form, which you will need to print. Have your signature and agency signature notarized (SP-167) and mail the form to us. We recommend making a copy for yourself.

The SP-167 form runs a search for Virginia convictions. If you need a search on Virginia charges as well, please attach a completed fingerprint card to the SP-167 form.

The process can take up to 15 business days.

Tips on expediting –

- Pay by Business Check, Money Order or Certified Check
- Mail in to us via next day air (at your cost)

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