

VA link to the form creation page:

<https://apps.vsp.virginia.gov/ncjis/publicformrequest.do?methodToCall=loadRequestForm&formName=SP167#content>



Criminal History Record Name Search (SP-167)

INSTRUCTIONS: Please carefully read the following.

- This is the data entry page which collects the data necessary to create the form.
 - This is NOT the form. Do NOT print this page.
 - Please fill all the required fields (those marked with an *).
 - If non-required fields are Not Applicable, please leave them blank.
 - Once completed, please click on the 'Click here to validate' button below.
 - Once the data has been successfully validated, please follow the instructions on the next page.
 - Providing your social security number is voluntary; however, it is a screening tool that is used for this request to be processed in a more timely manner. Failure to provide this number may result in an inability to process this request due to multiple records with similar names and demographics. Without this additional identifier, the form may be returned to the requestor unprocessed, and the applicant will be required to submit a set of fingerprints along with this request form to determine if this applicant has a criminal record.
- Numbers provided will be used to help identify the proper record and will be used for no other purpose.

Frequently Asked Questions

NAME INFORMATION TO BE SEARCHED:

Last Name *

First Name *

Middle Name

Maiden Name

Name Suffix

Sex *

Race *

Date Of Birth (MM/DD/YYYY) *

Social Security Number (XXXXXXXX)

Search Type *

Request Type *

Non-Profit Volunteer

MAIL REPLY TO (AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST):

Name *	<input type="text"/>
Attention	<input type="text"/>
Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="VA"/>
Zip Code (XXXXX or XXXXX-XXXX)*	<input type="text"/>
PAYMENT INFORMATION (Personal Checks NOT accepted):	
Method of Payment *	<input type="text" value="Select"/>
Click here to validate	
* Required Fields	