



**Can I obtain a criminal record check and who has the right to obtain a criminal record?**

Under West Virginia Code §15-2-24(d), the Criminal Identification Bureau may furnish, with the approval of the Superintendent, fingerprints, photographs, records or other information to any private or public agency, person, firm, association, corporation or other organization, other than a law enforcement or governmental agency as to which provisions of subsection (c) of this section shall govern and control, but all requests under the provisions of this subsection (d) for such fingerprints, photographs, records or other information must be accompanied by a written authorization signed by the person whose fingerprints, photographs, records or other information is to be released.

**Criminal Record Checks are often requested for such reasons as:**

- ✓ pre-employment requirements
- ✓ housing
- ✓ licensing/certification
- ✓ immigration
- ✓ personal information

**How much does a criminal record check cost?**

All criminal records requested from the Criminal Identification Bureau of the West Virginia State Police must be accompanied by a \$20.00 fee. The required fee must be paid in advance of any such check and any request not accompanied by this fee will be charged even though the subject of the check is found to have no record, The fee is the same for requests made in person and via mail.

**How do I go about obtaining a criminal record check?**

The West Virginia State Police prefers that requests be made by mail, however, a person may make a request at Department Headquarters at 725 Jefferson Road in South Charleston.

- ✓ Direct all requests to:

*West Virginia State Police  
Criminal Identification Bureau  
725 Jefferson Road  
South Charleston, WV 25309-1698*

- ✓ Fingerprint Card (FD-258) and Fingerprint Authorization Form (WVSP 39) will be supplied upon request.
- ✓ The submitted card must have a Fingerprint Authorization Form (WVSP 39) affixed to the back of the fingerprint card

and must include a full and complete mailing address of requesting entity or person.

- ✓ Include a certified individual check or money order in the amount of \$20.00 for each person to be checked (*no personal checks*). The check or money order should be made payable to:

*The Superintendent  
West Virginia State Police*

**Checks are preferred.**

- ✓ Do not fold the fingerprint card.
- ✓ Include a self-addressed, stamped envelope for the return of the criminal record check.
- ✓ Each request must be accompanied by an alphabetized list of the individual or individuals to be checked.

**Example**

<u>Name</u>	<u>Date of Birth</u>	<u>Social Sec. #</u>
Jane E. Doe	04/04/70	000-99-1234
John Public	09/07/60	123-45-6789

- ✓ Once payment and classifiable index fingerprints have been received, it will take approximately 10 to 14 working days to complete the record check.