

Guide to completing the Virginia State Police background form

Step 1: Select form SP-167

Enter New Criminal History Background Search

Form: *

Once printed, the SP-167 form requires a notarized signature of the individual being searched and a notarized signature of the agency/individual named in the MAIL RESULTS TO section.

Step 2: Complete Search Information

Search Information

Request Type: * Purpose: *

Specify Purpose: *

Last Name: * First Name: *

Middle Name: Maiden Name:

Suffix: *

Race: *

Sex: * Date of Birth: *

SSN: Non-profit volunteer:

Step 3: Complete Mail Results to

Mail Results To

Name/Agency: * Attention:

Address Line 1: * Address Line 2:

City: * State: *

Country: * Zip Code: * -

Step 4: Complete Contact Information

Contact Information

Phone Number: Email Address:

((xxx)xxx-xxxx) (example@domain.com)

Step 5: Complete Payment

Payment

Fee: \$20.00

Pay Method: *

Please make all payments payable to Virginia State Police