

**CRIMINAL HISTORY RECORD/SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY SEARCH FORM**

Virginia State Police  
 Central Criminal Records Exchange  
 P.O. Box 85076  
 Richmond, Virginia 23261-5076

**PURPOSE OF THIS REQUEST (Check only one):**

- |   |   |
|---|---|
| <input type="checkbox"/> CHILD DAY CARE                         | <input type="checkbox"/> COUNTY/CITY PUBLIC SCHOOLS   |
| <input type="checkbox"/> DOMESTIC ADOPTION                      | <input type="checkbox"/> INTERNATIONAL ADOPTION       |
| <input type="checkbox"/> ADULT DAY CARE OR ADULT CARE RESIDENCE | <input type="checkbox"/> FOSTER CARE                  |
| <input type="checkbox"/> NURSING HOME OR HOME HEALTH            | <input type="checkbox"/> EMPLOYMENT                   |
|   | <input type="checkbox"/> OTHER (Please Specify) _____ |

**NAME TO BE SEARCHED:**

LAST NAME FIRST NAME MIDDLE NAME MAIDEN NAME

<u>RACE</u>	<u>SEX</u>	<u>DATE OF BIRTH</u> / / (MM/DD/YYYY)	<u>SOCIAL SECURITY NUMBER</u>
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I certify I am entitled by law to receive the requested record and that the record provided shall be used only for the screening of the current or prospective employees. I understand that further dissemination of Criminal History Records or their use for purposes not authorized by law is prohibited and constitutes a violation punishable as a class 1 or class 2 misdemeanor. If I am an employer or prospective employer, I have obtained the written consent on whom the data is being obtained, and have personally been presented the same person's valid photo-identification.

Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY)

Signature of Person Making Request: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST:**

Mail Reply To:


<u>NAME</u>	
<u>ATTENTION</u>	
<u>ADDRESS</u>	
<u>CITY</u> <u>STATE</u> <u>ZIP CODE</u>	

**FEES FOR SERVICE:**

- |   |  |
|---|--|
| <input type="checkbox"/> \$15.00 CRIMINAL HISTORY SEARCH                            | * FEES For Volunteers with Non-Profit Organizations:                                 |
| <input type="checkbox"/> \$20.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH | <input type="checkbox"/> \$ 8.00 CRIMINAL HISTORY SEARCH                             |
|   | <input type="checkbox"/> \$ 16.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH |

\* To be entitled to reduced price, services must be on volunteer basis for a non-profit organization with a tax exempt number. Attach documentation to form which supports volunteering status and include organization's name, address, and your tax exempt identification number.

**METHOD OF PAYMENT: (Note: Personal Checks Not Accepted)**

**CHARGE CARD:**  MasterCard  OR  Visa   Certified Check or Money Order (attached, payable to Virginia State Police)

Account Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  Virginia State Police Charge Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

Signature of Cardholder: \_\_\_\_\_

**FOR STATE POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

Response based on comparison of name information submitted in request against a master name index maintained in the Central Criminal Records Exchange only.

- |   |  |
|---|--|
| <input type="checkbox"/> No Conviction Data – Does Not Preclude the Existence of an Arrest Record | Purpose code: <input type="checkbox"/> C |
| <input type="checkbox"/> No Criminal Record – Name Search Only                                    | <input type="checkbox"/> N               |
| <input type="checkbox"/> No Sex Offender Registration Record                                      | <input type="checkbox"/> O               |
| <input type="checkbox"/> No Criminal Record – Fingerprint Search                                  |  |
| <input type="checkbox"/> Criminal Record Attached   |  |

Date \_\_\_\_\_ By CCRE/ \_\_\_\_\_

**Instructions for completing the Criminal History Record/Sex Offender and Crimes Against Minors Registry Request Form**  
 (Please read the following General Instructions)

<b>PURPOSE OF THIS REQUEST:</b>	Check type of name search(es) requested for Criminal History Search. Dissemination of criminal history records are processed in accordance with Section 19.2-389, <u>Code of Virginia</u> , governing the program for which the search is requested.
<b>NAME TO BE SEARCHED:</b>	Type the full name (last, first middle [no initials] and maiden name if applicable), sex, race, date of birth, and completed address of person whose name is to be searched against the master criminal name file and/or the Sex Offender and Crimes Against Minors Registry. <b>Note: Signature of person making request is required.</b>  Providing the 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.
<b>NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST:</b>	Agency, Individual or Authorized Agent Making Request: Your agency identification serves as the mailing label for the State Police to return the search results. This information is also reviewed to ensure requestor is statutorily entitled to use this form to request a criminal name search.
<b>FEES FOR SERVICE:</b>	Indicate the fee for the service requested.
<b>METHOD OF PAYMENT:</b>	Method of Payment: Certified Check, Money Order, Company/Business check, MasterCard or Visa. For charge account: record charge account number issued by State Police.

Mailing Instructions:

Mail to: VIRGINIA DEPARTMENT OF STATE POLICE  
 CENTRAL CRIMINAL RECORDS EXCHANGE  
 P.O. BOX 85076  
 RICHMOND, VIRGINIA 23261-5076

**Convictions Reportable to the Sex Offender & Crimes Against Minors registry are  
Violations or Attempted Violations or Conspiracy to Violate or a Person that is "Not Guilty  
of Insanity" on or after July 1, 2007 of the Following Offenses Defined in §9.1-902, Code of Virginia:**

<b>1. "Sexually Violent Offense" means a Violation or Attempted Violation of:</b>	
<b>Charge</b>	<b>Section</b>
Abduction for Immoral Purpose	18.2-48(ii)
Rape	18.2-61
Forcible Sodomy	18.2-67.1
Object Sexual Penetration	18.2-67.2
Aggravated Sexual Battery	18.2-67.3
Sexual Battery where the perpetrator is 18 years of age or older and the victim is under the age of 6	18.2-67.4
Attempted Rape, Forcible Sodomy, Object Sexual Penetration, Aggravated Sexual Battery	18.2-67.5 (A)(B)
Taking Indecent Liberties with Minor	18.2-370
Taking Indecent Liberties with Minor by Person in Custodial or Supervisory Relationship	18.2-370.1
Production, Distribution, Financing, etc of Child Pornography	18.2-374.1
<b>OR</b>	
<b>Any Person Convicted under Chapter 117 (18 U. S. Code § 2421 et seq.)</b>	
<b>Any Person Convicted for Sex Trafficking (18 U. S. Code. § 1591)</b>	
<b>OR</b>	
<b>A <u>Second</u> or subsequent conviction, where the individual was at liberty between such convictions, of the following:</b>	
Carnal Knowledge of Minor (Victim Ages 13 or 14)	18.2-63
Carnal Knowledge of Minor (Victim 15 or Older) of Supervisory Relationship	18.2-64.1
Marital Sexual Assault (Repealed 2005)	18.2-67.2:1
Enter Dwelling House with Intent to Rape	18.2-90
<b>OR</b>	
<b>A <u>SECOND</u> or subsequent conviction, where the individual was at liberty between such convictions, and where the victim is a minor or is physically helpless or mentally incapacitated as defined in § 18.2-67.10, a violation or attempted violation of:</b>	
Abduction	18.2-47(A)
Abduction of any Child for Extortion or under 16 for the Purposes of Prostitution	18.2-48 (i)(iii)
Sexual Battery	18.2-67.4
Attempted Sexual Battery	18.2-67.5(C )
Crimes Against Nature (Sodomy)	18.2-361
Adultery & Fornication by Person Forbidden to Marry: Incest	18.2-366
Possess Child Pornography (2 or more convictions )	18.2-374.1:1 (C )
<b>OR</b>	
<b>If the offense was committed on or after July 1, 2006, and if the person has been convicted or adjudicated delinquent of any two or more such offenses, provided that person had been at liberty between such convictions or adjudications</b>	
Enter Dwelling House etc. with intent to Commit Felony	18.2-91
<b>2. "Sexual Offenses" means:</b>	
<b>Charge</b>	<b>Section</b>
Murder (Victim is under 15) or (Victim is 15-17) is related to an offense under § 9.1-902	18.2-31, 18.2-32
Carnal Knowledge of Minor (Victim ages 13 or 14)	18.2-63
Carnal Knowledge of Minor (Victim 15 and older) Supervisory Relationship	18.2-64.1
Marital Sexual Assault (Repealed in 2005)	18.2.67.2:1
Sexual Battery (3 or more convictions)	18.2-67.4
Sexual Abuse Against Child under 15 (3 or more convictions)	18.2-67.4:2
Attempted Sexual Battery (3 or more convictions)	18.2-67.5 (C )
Enter Dwelling House etc. with Intent to Rape	18.2-90
Possession of Child Pornography (2 Counts)	18.2-374.1:1(B)(C)
Unlawful Filming, Videotaping or Photographing of Another (3 or more convictions)	18.2-386.1
Use of Communication System to Solicit a Minor under age 15 or who the defendant believes is less than 15 years, with lascivious intent, to commit specified acts.	18.2-374.3 (C)
Third Misdemeanor Sexual Offense as set forth in	18.2-67.5:1
<b>OR</b>	
<b>If the offense is committed on or after July 1, 2006</b>	
Enter Dwelling House etc. with intent to Commit Felony Under § 9.1-902	18.2-91
Possession of Child Pornography	18.2.374.1:1(A)
<b>OR</b>	
<b>Where the victim is a minor or is physically helpless or mentally incapacitated as defined in § 18.2-67.10, a violation or attempted violation of:</b>	
Abduction	18.2-47 (A)
Abduction of any Child for Extortion or under 16 for the Purposes of Prostitution	18.2-48 (i)(iii)
Sexual Battery	18.2-67.4
Attempted Sexual Battery	18.2-67.5(C)
Crimes Against Nature (Sodomy)	18.2-361
Adultery & Fornication by Person Forbidden to Marry: Incest	18.2-366
<b>OR</b>	
<b>Any Criminal Homicide in conjunction with a violation of clause (i) of §18.2-371 (Contributing to the delinquency) or §18.2-371.1 (abuse and neglect of children) when the offenses arise out of the same incident.</b>	
<b>OR</b>	
<b>"Offense for which registration is required" includes (i) any similar offense under the laws of any foreign country or any political Subdivision thereof, the United Sates or any political subdivision thereof.</b>	
<b>OR</b>	
<b>Any offense for which registration in a Sex Offender and Crimes Against Minor Registry is required under the laws of the jurisdiction where the offender was convicted.</b>	