

INSTRUCTIONS: State Criminal and Sex Offenders Background Check

To complete the State Criminal and Sex Offenders background check, go to the State Police website at <http://www.vsp.state.va.us>, click on “Forms & Publications”, and click on “Criminal History/Background”, then click on the link to complete the form online.

Select form SP-167: Criminal History Record Name Search.

Complete all data fields.

The Request Type should be “Criminal History and Sex Offender Search”

The Purpose for this request is “Other” and specify “Church Credentialing”

For the “Mail Reply to” section, enter your District Office address with “Attention” to your District Superintendent.

Select the payment method you wish to use. Please note that the cost for the “Criminal History and Sex Offender Search” is \$20.00. Personal Checks are NOT accepted.

Generate and print the form as instructed.

Sign the “Affidavit for Release” section in front of a Notary Public.

Do not complete the second section, “Signature of Person Making Request”; the District Superintendent is the “Person Making Request”.

Complete the credit card information in “Method of Payment” section, or attach a business check, certified check or money order for \$20 made payable to VIRGINIA STATE POLICE. Personal Checks are NOT accepted.

MAIL FORM SP-167 to your District Office. Do not mail this form directly to the State Police; doing so will delay your application.