NAME SEARCH REQUEST FORM FOR CRIMINAL HISTORY RECORD AND/OR SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY SEARCH

PLEASE FOLLOW INSTRUCTIONS ON REVERSE OF FORM TO ENSURE REQUEST CAN BE PROCESSED
PERSONAL CHECKS NOT ACCEPTED

I. CHECK METHOD OF PAYMENT

☐ State Police Charge Account # ___________________ ☐ MasterCard Account Number: ___________________

☐ Paid $ _________ Total Enclosed ☐ Visa Expiration Date: ___________________

Signature of Cardholder: ___________________

II. Select type name search(es) requested:

Criminal History Record ................................................................. ☐ $15.00 ☐ $8.00 *NONPROFIT

Sex Offender & Crimes Against Minors Registry........................................... ☐ $15.00 ☐ $8.00 ORGANIZATION/

Criminal History Record and Sex Offender & Crimes Against Minors Registry........... ☐ $20.00 ☐ $16.00 VOLUNTEER

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

III. Print Clearly Name to be Searched:

Last Name First Middle Maiden Sex Race Date of Birth (mm/dd/yyyy) / / 

Complete Address Social Security Number / / 

City State Zip code 

I certify I am entitled by law to receive the requested record, and the record provided shall be used only for the screening of current or prospective employees or volunteers. 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 2 misdemeanor.

IV. Agency, Individual or Agent Making Request: Complete only for Criminal History Search

MAIL REPLY TO:

NAME 

STREET/RFD 

CITY STATE ZIP CODE 

V. Purpose of Search

☐ Child Day Care

☐ Adult Day Care or Adult Care Residence

☐ Nursing Home or Home Health

☐ Foster Care

☐ Domestic Adoption

☐ International Adoption

☐ Other (Specify) ___________________

VI. Complete for Sex Offender & Crimes Against Minors Registry Search (See instructions for explanation)

Check appropriate block to describe the purpose for the Sex Offender & Crimes Against Minors Registry Search:

☐ Employment

☐ Child or Adult Care

☐ Volunteer Services

☐ Child Protection

☐ Public Protection

☐ Child Minding

☐ Day Care

(Do NOT WRITE IN THIS SPACE, CCRE USE ONLY)

RESPONSE(S) BASED ON COMPARISON OF REQUESTER FURNISHED INFORMATION AGAINST A MASTER ADULT NAME INDEX FILE MAINTAINED IN THE CENTRAL CRIMINAL RECORDS EXCHANGE ONLY.

*ALL RESULTS ARE BASED ON NAME SEARCH ONLY.

☐ NO CONVICTION DATA

☐ NO CRIMINAL RECORD

☐ NO SEX OFFENDER REGISTRATION

*DOES NOT PRECLUDE THE EXISTENCE OF RECORD EXISTING UNDER DIFFERENT NAME DATA THAN FURNISHED BY THE REQUESTER.

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

SUBMIT 2 COPIES: either both original ink, or 1 original and 1 photocopy

Section I: Method of Payment: Certified Check, Money Order, Company/Business check, Mastercard or Visa.

For charge account: Record charge account number issued by State Police.

Section II: Check type of name search(es) requested.

Section III: Type or print CLEARLY the full name (last, first, middle [no initials] and maiden if applicable), sex, race, date of birth, and complete 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.

Section IV: Agency, Individual or Authorized Agent Making Request: Your agency identification serves as the mailing label for the State Police to return the search results, therefore, type or print CLEARLY. This information is also reviewed to ensure requestor is statutorily entitled to use this form to request a criminal record name search.

Section V: Purpose of Search: Check the appropriate box to reflect the purpose of the search.

Dissemination of criminal history records are processed in accordance with Section 19.2-389 of the Code governing the program for which the search is requested. For adult programs, criminal history record dissemination includes convictions of specific barrier crimes.

Sections VI:

Sex Offenders and Crimes Against Minors Registry Search

Section 9.1-912 of the Code of Virginia requires the requester to provide a statement of the reason(s) for the request, therefore, please check the appropriate block. The results of this search will indicate if an individual is registered for conviction(s) listed below, including substantially similar out-of-state conviction as a nonresident of the Commonwealth enrolled in school, employed and/or a vocation.

1. “Sexually Violent Offense” means a Violation or Attempted Violation of:

<table>
<thead>
<tr>
<th>Charge</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abduction for Immoral Purpose</td>
<td>18.2-48(ii)</td>
</tr>
<tr>
<td>Rape</td>
<td>18.2-61</td>
</tr>
<tr>
<td>Forcible Sodomy</td>
<td>18.2-67.1</td>
</tr>
<tr>
<td>Object Sexual Penetration</td>
<td>18.2-67.2</td>
</tr>
<tr>
<td>Aggravated Sexual Battery</td>
<td>18.2-67.3</td>
</tr>
<tr>
<td>Attempted Rape, Forcible Sodomy Object</td>
<td></td>
</tr>
<tr>
<td>Sexual Penetration, Aggravated Sexual Battery</td>
<td>18.2-67.5(A)(B)</td>
</tr>
<tr>
<td>Taking Indecent Liberties with Minor</td>
<td>18.2-370</td>
</tr>
<tr>
<td>Taking Indecent Liberties with Minor in Custodial or Supervisory Relationship</td>
<td>18.2-370.1</td>
</tr>
</tbody>
</table>

OR

A SECOND or subsequent conviction, where the individual was at liberty between such convictions, of the follow:

- Carnal Knowledge of Minor between 13-15 18.2-63
- Carnal Knowledge of Minor between 13-15 Supervisory Relationship 18.2-64.1
- Marital Sexual Assault 18.2-67.2.1
- Enter Dwelling House etc. with intent to Rape 18.2-90

OR

A SECOND 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:

- Abduction 18.2-47(A)
- Abduction of any Child under 16 for the Purposes of Concubinage or 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
- Production, Publication, Sale, Possession with intent to Distribute, Financing, etc. of Child Pornography 18.2-374.1

2. “Sexual Offenses” means a Violation or Attempted Violation of:

<table>
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<tr>
<th>Charge</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Carnal Knowledge of Minor between 13-15 Supervisory Relationship</td>
<td>18.2-64.1</td>
</tr>
<tr>
<td>Marital Sexual Assault</td>
<td>18.2-67.2.1</td>
</tr>
<tr>
<td>Attempted Sexual Battery (3 or more convictions)</td>
<td>18.2-67.5(C)</td>
</tr>
<tr>
<td>Enter Dwelling House etc. with intent to Rape</td>
<td>18.2-90</td>
</tr>
<tr>
<td>Production, Publication, Sale, Possession with intent to Distribute, Financing, etc. of Child Pornography</td>
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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:

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- Crimes against nature (Sodomy) 18.2-361
- Adultery & Fornication by Person Forbidden to Marry: Incest 18.2-366

Mailing Instructions:

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

ALLOW FIFTEEN DAYS FOR PROCESSING