

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF STATE POLICE

- This is a sample

National Criminal Record Request for Employees or Volunteers Providing Care to Children,  
the Elderly, or Disabled under the National Child Protection Act and the Volunteers for Children Act

[Redacted content]

Date:

employee, volunteer and contractor/vendor, for whom national criminal history records are requested by a qualified business/organization under

[Redacted content]

Employment - \$27.00

**Notice to Applicant/Volunteer**

In the event you are determined not qualified to work or volunteer in a position that involves access to children, the elderly or disabled you may initiate a review of a criminal record. Please remember you were fingerprinted for the position to the Central Criminal Records

Exchange (CCRE) of the Department of State Police has determined the fingerprints are identical to criminal fingerprints on file at CCRE and/or the Federal Bureau of Investigation (FBI) and a conviction exists which is a barrier to employment or volunteering services. To initiate a review of a criminal record, follow these instructions:

CCRE - Criminal Records Exchange within the Commonwealth of Virginia

ORIGINAL SIGNED FORM MUST BE RETAINED BY QUALIFIED BUSINESS/ORGANIZATION. IF THE SUBMISSION OF FINGERPRINTS IS NOT DONE ELECTRONICALLY, A FINGERPRINT CARD SHOULD BE MAILED TO VSP ALONG WITH A COPY OF THIS FORM.