Guidance for Background Checks and Criminal History Reports

Star Quality Mentors should provide evidence of a background check, including a sworn statement or affirmation, a criminal history record report, and a child protective services central registry check to the Star Quality Coordinator to keep on file.

The Virginia Department of Social Services website provides the following definitions:

- "Background checks" means a sworn statement or affirmation, a criminal history record report, and a child protective services central registry check.
- "Criminal history record check" means the process the Department of State Police uses to generate a criminal record report on a person. The check may be a state check generated solely through the Central Criminal Records Exchange or a check forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining national criminal history record information.
- "Criminal history record report" means either the criminal record clearance or the criminal history record issued by the Central Criminal Records Exchange, Department of State Police. The report identifies convictions within the Commonwealth.

Click here to view these documents on the VDSS website.
(Select Background Investigations to view the drop down options).

Forms

- Request for Search of the Child Protective Services (CPS) Central Registry - ($7.00* Search Fee) (DOC)
- Request for Search of the Child Protective Services (CPS) Central Registry - ($7.00* Search Fee) (PDF)
- Sworn Statement of Affirmation for Child Day Programs (PDF)

Guidance & Procedures

- Barrier Crimes (PDF)
- Criminal Background Checks (conducted by Virginia State Police) (Web page)
    - This web page contains Criminal History/Sex Offender Name Search Forms (SP-167, SP-230, SP-266)

→ RECOMMENDED METHOD FOR QUICKEST RESULTS: ←

- **Click here to create your request to be printed for mailing to the Virginia State Police (must mail in one form per request).**
- Click here for blank forms, if you can NOT access the above link (must mail in two copies per request).
- Fees are associated with Criminal History and/or Sex Offender Registry Name Searches, as listed on each request form.

*Fees are subject to change.