

INSTRUCTIONS TO ACCESS CRIMINAL HISTORY BACKGROUND CHECK FROM THE INTERNET:

1. Go to the Virginia State Police Home Page at www.virginiatrooper.org
2. Click on "Forms and Publications" on the left side of the list of links provided.
3. Choose the "Criminal History/Background" link from the "Forms column on the left side.
4. Choose the link that says, "Click here to create your request to be printed for mailing to the Virginia State Police (must mail in one form per request.)" There is a large red arrow pointing to this link.
5. Choose the appropriate form: SP -167.
6. Fill in the required information (what is required will be marked with a red asterisk.)
Your social security number is not required but will help them perform the search much faster.
 - a. For "Search Type" chose "Other", then specify "Church Volunteer" in the box that comes up underneath that.
 - b. For "Request Type" chose "Criminal History and Sex Offender Search"
 - c. Check the box next to "Non-Profit Volunteer"
 - d. Mail reply needs to go to
Community Christian Church
Attn: Hannah Witt
P.O. Box 356
Newbern, VA 24126
 - e. The fee to obtain the Criminal History and Sex Offender Search is \$16. Methods of payment are Business Check, Certified Check, Money Order, or Credit/debit card. Chose whichever method of payment you prefer. If you would need assistance paying for your background check, chose "Credit Card – Visa" for now, and speak to Hannah when you submit your form to her.
7. Click the "Click here to validate" button. You will receive a confirmation message if all your information has been entered correctly. If not, you will receive an error message and must re-enter anything that is wrong.
8. Once the message is complete, print the page with your information.
9. Take the form to a Notary Public and sign in front of that person. **YOUR SIGNATURE**
MUST BE NOTARIZED.
10. Submit the form to Hannah Witt so that she can mail it with a letter verifying your volunteer status at CCC.