

# INSTRUCTION SHEET FOR BACKGROUND CHECKS

## ***Some important information when filling out the***

Virginia Department of Social Services  
Child Protective Services

### **REQUEST FOR SEARCH OF THE CENTRAL REGISTRY AND RELEASE OF INFORMATION FORM**

- Give all information that is requested.
- You must give your complete name—***no initials***. If you do not have a middle name, write 'NMN' in its place.
- **Women: include your maiden name (family name at birth) - *even if it is your current (last) name*.**
- Your child's name must also be complete—first, middle, and last names must be written out—***no initials***. If your child does not have a middle name, write 'NMN' in its place.
- If information is incomplete, Virginia Department of Social Services will return the form to you requesting additional information. This will delay your Voluntary Registration certification.
- You must have this form ***notarized***.
- If you have any questions concerning this form, please call Child Nutrition, Inc.
- This background check is required for household members **14 and older**.

## **CRIMINAL HISTORY RECORD SEARCH**

*Seven Simple Steps to Printing Your Request*

- STEP 1      ***Go to the Virginia State Police Website at [www.vsp.state.va.us](http://www.vsp.state.va.us)***
- STEP 2      ***Click on      Forms***
- STEP 3      ***Click on      Click here to create your request to be printed for mailing to the Virginia State Police. (Must mail in one form per request) (Recommended)***
- STEP 4      ***Click on      SP-167 Criminal History Record Name Search – FOR PROVIDERS***  
  
***SP-230 Criminal History and/or Sex Offender and Crimes Against Minors Name Search – FOR ALL OTHER ADULTS IN THE HOUSEHOLD (age 18 and over)***
- STEP 5      ***Complete Form (When selecting "Request Type", select "Criminal History Search Only")***
- STEP 6      ***Click on      Click here to validate form***
- STEP 7      ***Print and mail form to Virginia State Police***