

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***
- 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***