



Virginia Criminal Records

To obtain a criminal record from the state of Virginia, please follow the steps listed below in order.

1. A special two-part state release form must be **signed** by the subject of the search, then **notarized**. We must have the entire original form to send to the state. Copies will not be accepted.

In an effort to minimize paper, the state of Virginia has discontinued use of the separate form for sex offender searches. Virginia has added check boxes which indicate sex offender or regular searches are available. If the sex offender box is not marked, you **WILL NOT** receive the sex offender information; only a regular search will be performed.

There are two parts to the Virginia State Criminal History Record Request.

You are instructed to fill out Part 1. (ie: **PERSON NAMED IN RECORD**)

USIS is instructed to fill out Part 2. (ie: **AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST**)

Please make sure you enter the Social Security Number.

It **IS NOT** necessary to include a check to the Virginia State Police. You will be billed for this search on your monthly statement from USIS. We also do not take credit cards, so please disregard the box indicating payment with a credit card.

2. Key in requests for criminal record searches on the computer.
3. **Mail** both copies of the release form (with box checked indicating which search you would like performed) to:

USIS
ATTN: Criminal Records Department
4500 S. 129th East Ave., Suite 200
Tulsa, OK 74134-5885

4. Receive criminal reports on the computer at the specified turnaround time (see Turnaround Schedule).