

How do I complete the record request check card?

All information must be clearly typed or printed in each space and the fingerprints must be affixed in the proper space and sequence must be classifiable. An example of the masthead is shown below.

APPLICANT		LEAVE BLANK	
Applicant's Signature		LEAVE BLANK	
Applicant's Address		LEAVE BLANK	
Date		LEAVE BLANK	
Signature Required		LEAVE BLANK	
Current Employer / Address		LEAVE BLANK	
Criminal Background Check or Employment/Licensing Purposes		LEAVE BLANK	
Name (other names used by applicant including maiden)		Name	
Doe John		Date	
Agency Name & Address		Agency Name & Address	
M.W. 508		City, State	
75 Blv. Bro.		City, State	
123-45-6789		City, State	
123-45-6789		City, State	
123-45-6789		City, State	

The fingerprint Authorization form must be completed by typing or printing all information.

The Fingerprint Authorization form is self-adhesive. The backing must be peeled off the sticker and affixed in the following location:

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CLASS DIVISION/CLARKSBURG, WV 25308

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Can I obtain a criminal record check and who has a right to obtain a criminal record?

Under West Virginia Code §15-2-24(d), the Criminal Identification Bureau may furnish, with the approval of the Superintendent, fingerprints, photographs, records or other information to any private or public agency, person, firm, association, corporation or other organization, other than a law enforcement or governmental agency as to which provisions of subsection (c) of this section shall govern and control, but all requests under the provisions of this subsection (d) for such fingerprints, photographs, records or other information must be accompanied by a written authorization signed and acknowledged by the person whose fingerprints, photographs, records or other information must be accompanied by a written authorization signed by the person whose fingerprints, photographs, records or other information is to be released.

Criminal Record Checks are often requested for such reasons as:

- pre-employment requirements
- housing
- licensing/certification
- immigration
- personal information

How much does a criminal record check cost?

All criminal records requested from the Criminal Identification Bureau of the West Virginia State Police must be accompanied by a \$20.00 fee. The required fee must be paid in advance of any such check and any request not accompanied by this fee will be charged even though the subject of the check is found to have no record. The fee is the same for requests made in person and via mail.

How do I go about obtaining a criminal record check?

The West Virginia State Police prefers that requests be made by mail, however, a person may make a request at Department Headquarters at 725 Jefferson Road in South Charleston.

- ✓ Direct all requests to:

*West Virginia State Police
Criminal Identification Bureau
725 Jefferson Road
South Charleston, WV 25309-1698*

- ✓ The request must include a properly and fully completed Applicant Fingerprint Card (form FD-258) These will be supplied upon request.
- ✓ The submitted card must have a "Fingerprint Authorization Form" (WVSP

39) affixed to the back of the fingerprint card and must include the full and complete mailing address of requesting entity or person.

- ✓ Include a certified check or money order in the amount of \$20.00 for each person to be checked (*no personal checks*). The check or money order should be made payable to:

*The Superintendent
West Virginia State Police*

Checks are preferred.

- ✓ Do not fold the fingerprint card.
- ✓ Include a self-addressed, stamped envelope for the return of the criminal record check.
- ✓ Each request must be accompanied by an alphabetized list of the individual or individuals to be checked.

Example

<u>Name</u>	<u>Date of Birth</u>	<u>Social Sec. #</u>
Jane E. Doe	04/04/70	000-99-1234
John Public	09/07/60	123-45-6789

- ✓ Once payment and classifiable index fingerprints have been received, it will take approximately 10 to 14 working days to complete the record check.