Virginia

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Virginia and need to obtain those out-of-state clearances. **If you are not a UD student, you will need to contact the state directly for additional help.***

Criminal Record Check Services:

- Go to https://vspapps.vsp.virginia.gov/catspublic/public/publicHome.html
- Select the form SP-167.
- Fill in all starred Search Information.
- In the "Mail Results To" section use

  Office of Clinical Studies – University of Delaware

  200 Academy Street

  Newark, DE 19716

  Attention: Marie Peters
- Select and complete your payment.
- Review your information for accuracy and click on "Confirm".
- Once you receive your results, please scan and send them to us at clinicalstudies@udel.edu (Most of the time, you will receive them before we do)

Adam Walsh/Child Protective Service Background Record Request:

- Go to https://www.dss.virginia.gov/files/division/licensing/background_index_childrens_facilities/founded_cps_complaints/032-02-0151-12-eng.pdf
- This form can be filled out on line and then printed to send in. Read their instructions carefully.
- The purpose of the search is the Adam Walsh Law.
- Mail Search Results to

  Office of Clinical Studies – University of Delaware

  200 Academy Street

  Newark, DE 19716
- The contact name is Marie Peters, telephone number 302-831-6778 (no extension needed), and contact email is mlpeters@udel.edu
- Fill out Part I: Details of Individual Whose Name Must be Searched.
- Print the form. It will be sent to:

  VA Department of Social Services

  Office of Background Investigations – Search Unit

  801 East Main Street, 6th Floor

  Richmond, VA 23219-2901

- This must be notarized, so <u>do not sign it unless you are in front of a notary</u>.
- Include the payment of $10 when you send it in. This must be in the form of a money order, company/business check, or cashier check.
- When you get your copy of the results, scan and send them to clinicalstudies@udel.edu

If you have any problems, please let us know.