

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.
- “Mail Results” to:
 - **Office of Clinical Studies – University of Delaware**
 - **200 Academy Street**
 - **Newark, DE 19716**
 - **Attention: Terri Villa**
- Select and complete your payment.
- Review your information for accuracy and click on “Confirm”.
- Send a copy of results to: clinicalstudies@udel.edu.

Adam Walsh/Child Protective Service Background Record Request:

- Go to [VA Central Registry Release of Information](#).
- Required Purpose: Adam Walsh Law.
- Mail Search Results Information:
 - **Office of Clinical Studies – University of Delaware**
 - **200 Academy Street**
 - **Newark, DE 19716**
 - **Contact: Terri Villa**
 - **302-831-6778**
 - **clinicalstudies@udel.edu**
- Complete Part I: Details of Individual Whose Name Must be Searched.
- Include the payment of \$10; ONLY money order or cashier’s check will be accepted.
- Print the form and mail (along with payment) to:
 - Virginia Department of Social Services
 - Office of Background Investigations 2nd Floor
 - 5600 Cox Road
 - Glen Allen, VA 23060
- Send a copy of your results to clinicalstudies@udel.edu

If you have any problems, send an email to clinicalstudies@udel.edu.