

Instructions for Completing the Criminal History Search Request: Form SP-167

Type in web address: <https://vspapps.vsp.virginia.gov/catspublic/public/publicHome.html>

1. **Form**: click the drop down arrow and select “SP-167 Criminal History Name & Sex Offender and Crimes Against Minors Name Search”.
2. **Request Type**: click the drop down arrow and select “Criminal History Search”. This will generate the required \$15.00 fee. Ensure this box does not reflect a Sex Offender Search.
3. **Purpose**: click the drop down arrow and select “Other”.
4. **Specify Purpose**: type in “State Inspection”.
5. Complete all other **Search Information** to include Name, Race, Sex, Date of Birth (click the calendar icon to complete or enter an eight numeral DOB) and SSN – Social Security Number.
6. **Mail Reply To**: Name/Agency: type in “VSP - Safety Division”, Attention: type in “Inspection Application”, Address Line 1: type in “P.O. Box 27472, City: type in “Richmond” and Zip Code: type in “23261”.
7. **Contact Information**: complete Phone Number and Email Address.
8. **Payment**: Ensure “Fee” is listed as \$15.00. Click the drop down arrow for **Pay Method** and select appropriate method of payment. Leave the “VSP Account Number” box empty.
9. Click **Confirm** at bottom of page. Any information in “red” at the top of the new page will need to be corrected as well any other information that was not carried over from the first page. Completely review each section again to ensure accuracy.
10. Click **Generate** and print off the downloaded form.
11. Ensure that a “Bar Code” was generated at the top right of the form.
12. Only have the top **Affidavit For Release Of Information** section notarized.
13. Leave the **Signature Of Person Making Request** section empty. This will be for the Safety Division Trooper or Safety Personnel to have notarized.
14. Complete the required information for the **Method Of Payment**: if applicable, complete the Account Number, Expiration, and Signature of Cardholder for credit cards. For money orders, complete the address and signature, otherwise it will not be accepted. Attach the money order, certified check or business check (personal checks are not accepted) to the Form SP-167 and submit the Safety Inspector Application Packet to the Safety Trooper at the testing site location. Do not mail to the address at the bottom right of the form.
15. Official Inspection Station Application candidates will also complete the credit card information or attach the money order, certified check or business check to the Form SP-167 and mail with their completed application packet to the Virginia State Police - Safety Division address that is included with their initial letter of instructions from the Safety Division.