Virginia State Police  
Live Scan Network

Appendix F

***Arrest Data Change***

Submit by fax to 804-674-2988 or 804-674-2971 or by email to [CJIS-AFIS@vsp.virginia.gov](mailto:CJIS-AFIS@vsp.virginia.gov)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Arrestee’s Virginia SID # (if known):  Do not submit this form for FBI Data or states other than Virginia | | | | Document Control #  List a single Document Control Number, Numbers, or range of Numbers | | |
| Offense Tracking Number(s): | |  | | | | |
| Arrestee’s Name: |  | | | | | |
|  | Last | | First | | Middle | Suffix |
| Data in Error: | | | | | | |
| Data as it should appear (corrected): | | | | | | |

REQUESTOR:

|  |  |  |  |
| --- | --- | --- | --- |
| Live Scan Site: |  | | |
| Requestor: |  | | |
| Requestor’s Phone #: |  | | |
| Requestor’s E-mail: |  | | |
| Live Scan Card has been re-transmitted with correct data using the same Document Control Numbers: | | | Yes (preferred)  No |
| Date and approximate time of original transmission: | |  | |