

COMMONWEALTH OF VIRGINIA – DEPARTMENT OF STATE POLICE
REQUEST FOR FINGERPRINTS
(Non-Criminal Justice Purposes)

Section 19.2-392, Code of Virginia authorizes a fee, not to exceed \$10.00 for the first set and \$5.00 for additional sets, be collected for the taking of fingerprints when voluntarily requested by any person for purposes other than criminal arrests.

NOTE: All entries on this form must be printed in ink or typed.

1. Name of person, firm, partnership or corporation: _____

2. Street Address: _____
(House number, Street, City, State & Zip)

3. Mailing Address (if different from street address) _____

4. Type of identification and number. Two forms of identification must be presented, one of which must contain a recent photograph or the person requesting the fingerprints. (Social Security or driver's license or other identification number which shows name, date of birth, place of residence, and signature of requestor.

Social Security Number _____

Driver's License Number _____

Other (Specify) _____

5. Number of fingerprint sets requested _____ @ \$10.00 - fee _____

Number of copies requested _____ @ \$5.00 - fee _____

Total Fee Collected: _____

Initials of VSP Employee receiving fee: _____

Date Received: _____

Effective November 1, 2010, the public is hereby placed upon notice that returned checks or dishonored money orders and/or credit card payment denials will incur a handling fee of \$50 in addition to the amount of the original payment. Requesting goods or services will be deemed to be acceptance of these terms. Code of Virginia §2.2-4805.

6. I hereby certify that the information provided above is true and correct and request the indicated number of fingerprints be provided.

Date _____ Signature of Requestor _____

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS BOX

Date _____ *Name of Person Taking Fingerprints (Print)* _____

Signature of Person Taking Fingerprints _____

Location/Office Where Fingerprints are Taken: _____