VIRGINIA STATE POLICE

Individual Seal Order Notification Email & Portal User Guide

Background:

Seal Order Individual Notifications – organizations are notified of seal orders for only criminal history records that are relevant to them. They must acknowledge each seal order notification individually in the portal.

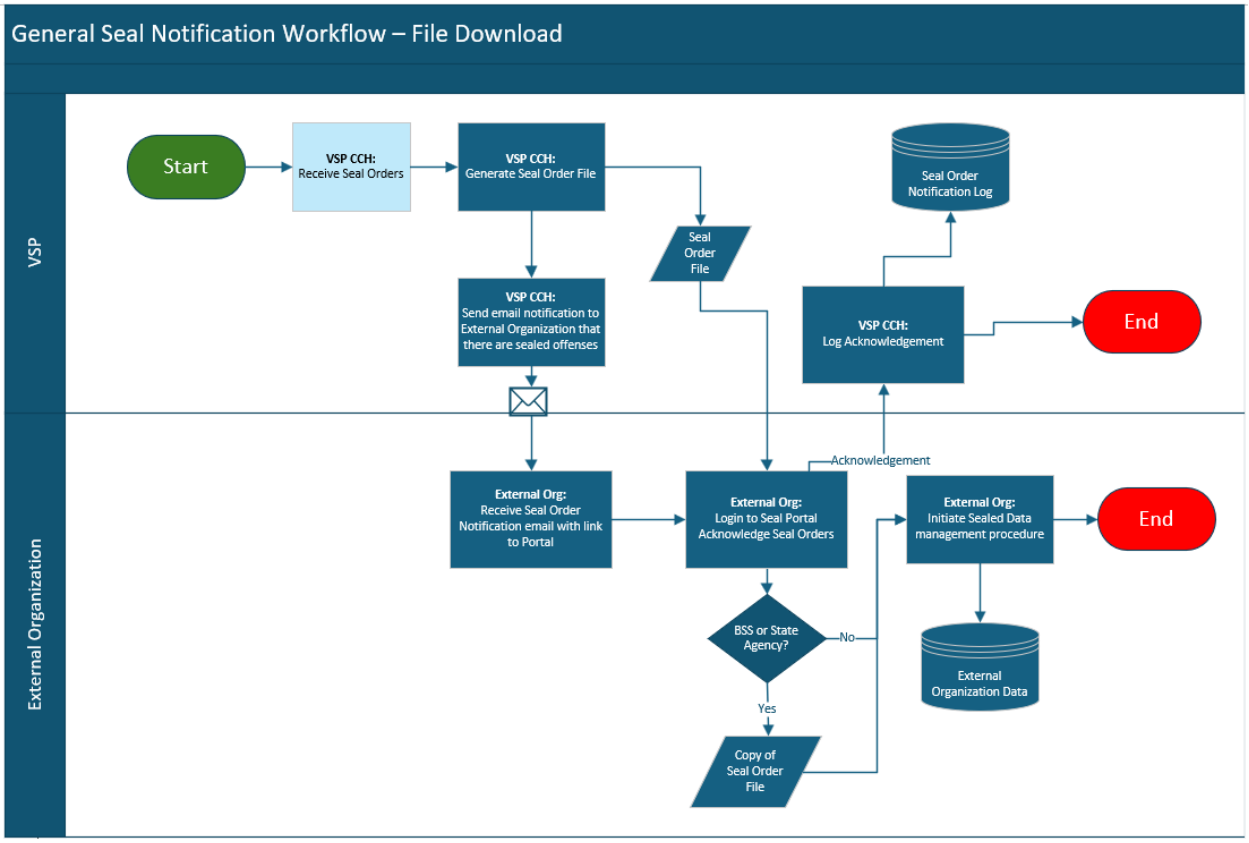
Commonwealth Attorneys and Individual Seal Order Recipients only receive seal order notifications for seal orders they previously requested criminal history information within the past year.

Law Enforcement Agencies will receive individual seal orders based on the following criteria:

- Your organization requested criminal history for a SID that has a charge sealed
- The issuing court has a matching FIPS code to those associated with your organization
    - *Example: Your FIPS code is Henrico County. You will receive seal orders from the Henrico County Courts*
- The arresting ORI for the seal order matches one of your organization's ORIs
    - *We have mapped the ORIs based upon the VCIN query logs.*
- The jurisdiction of the offense has a FIPS code that is associated with your organization
    - *If the offense originated in your jurisdiction, you would receive the seal order even if another jurisdiction did the arrest. Example: Offense occurs in Henrico County, Arrest is made by Chesterfield County. Both counties will receive the seal order notification.*

NOTE: The frequency of receiving seal orders will be dependent on the cadence of the courts. Some courts will process seal orders daily, others may process them weekly or some other cadence.

Process Overview

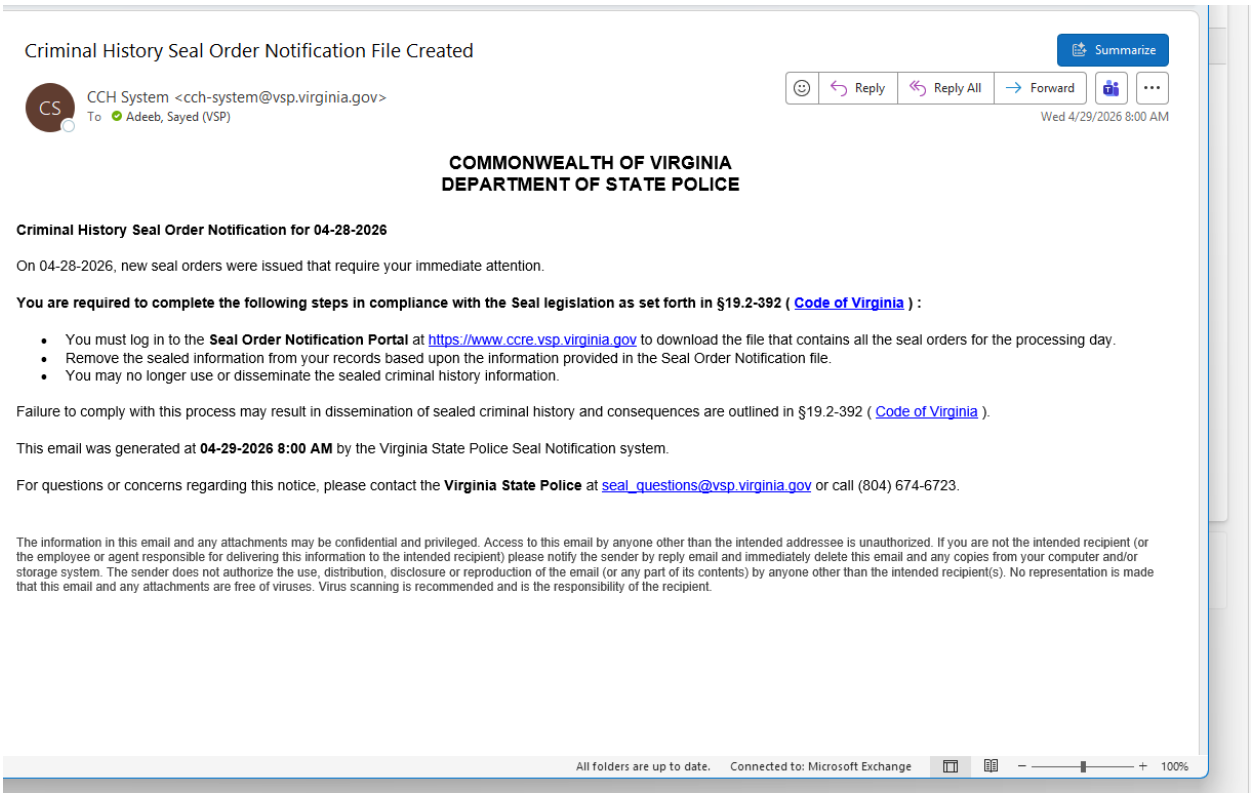


1. VSP CCH System receives *Seal Orders*
2. VSP CCH System sends an email notification to external organizations that there are sealed offenses.
3. The external organization receives the notification email with a link to the *VSP Seal Order Notification Portal*
4. The external organization logs into the *VSP Seal Order Notification Portal:*
    a. Views and Acknowledges seal orders
    b. Continues with internal processes for managing seal order notifications
5. VSP CCH System receives the acknowledgement of the notification.
6. Acknowledgement is stored in the *Seal Order Notification Log*

Email

An email notification is sent for either Individual Seal Order notifications or File Download:

Individual Seal Order Notification Email:



Criminal History Seal Order Notification File Created

Summarize

CS CCH System <cch-system@vsp.virginia.gov>
To Adeeb, Sayed (VSP)

Reply | Reply All | Forward

Wed 4/29/2026 8:00 AM

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF STATE POLICE

Criminal History Seal Order Notification for 04-28-2026

On 04-28-2026, new seal orders were issued that require your immediate attention.

You are required to complete the following steps in compliance with the Seal legislation as set forth in §19.2-392 (Code of Virginia) :

- You must log in to the **Seal Order Notification Portal** at https://www.ccre.vsp.virginia.gov to download the file that contains all the seal orders for the processing day.
- Remove the sealed information from your records based upon the information provided in the Seal Order Notification file.
- You may no longer use or disseminate the sealed criminal history information.

Failure to comply with this process may result in dissemination of sealed criminal history and consequences are outlined in §19.2-392 (Code of Virginia).

This email was generated at **04-29-2026 8:00 AM** by the Virginia State Police Seal Notification system.

For questions or concerns regarding this notice, please contact the **Virginia State Police** at seal_questions@vsp.virginia.gov or call (804) 674-6723.

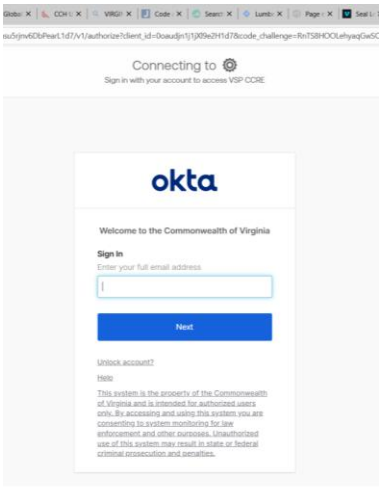
The information in this email and any attachments may be confidential and privileged. Access to this email by anyone other than the intended addressee is unauthorized. If you are not the intended recipient (or the employee or agent responsible for delivering this information to the intended recipient) please notify the sender by reply email and immediately delete this email and any copies from your computer and/or storage system. The sender does not authorize the use, distribution, disclosure or reproduction of the email (or any part of its contents) by anyone other than the intended recipient(s). No representation is made that this email and any attachments are free of viruses. Virus scanning is recommended and is the responsibility of the recipient.

All folders are up to date. Connected to: Microsoft Exchange 100%

Log in to Seal Order Notification Portal

Step 1 – The user can click on the URL in the email to access the *Seal Order Notification Portal*: https://ccre.vsp.virginia.gov/

Step 2 – Login using your email and password provided through the OKTA setup. Complete authentication using OKTA verification process.



Individual Seal Order Notification Portal

Home Page Elements

Banner

a. Title
b. Organization Name & Address
c. User ID
d. Logout Button

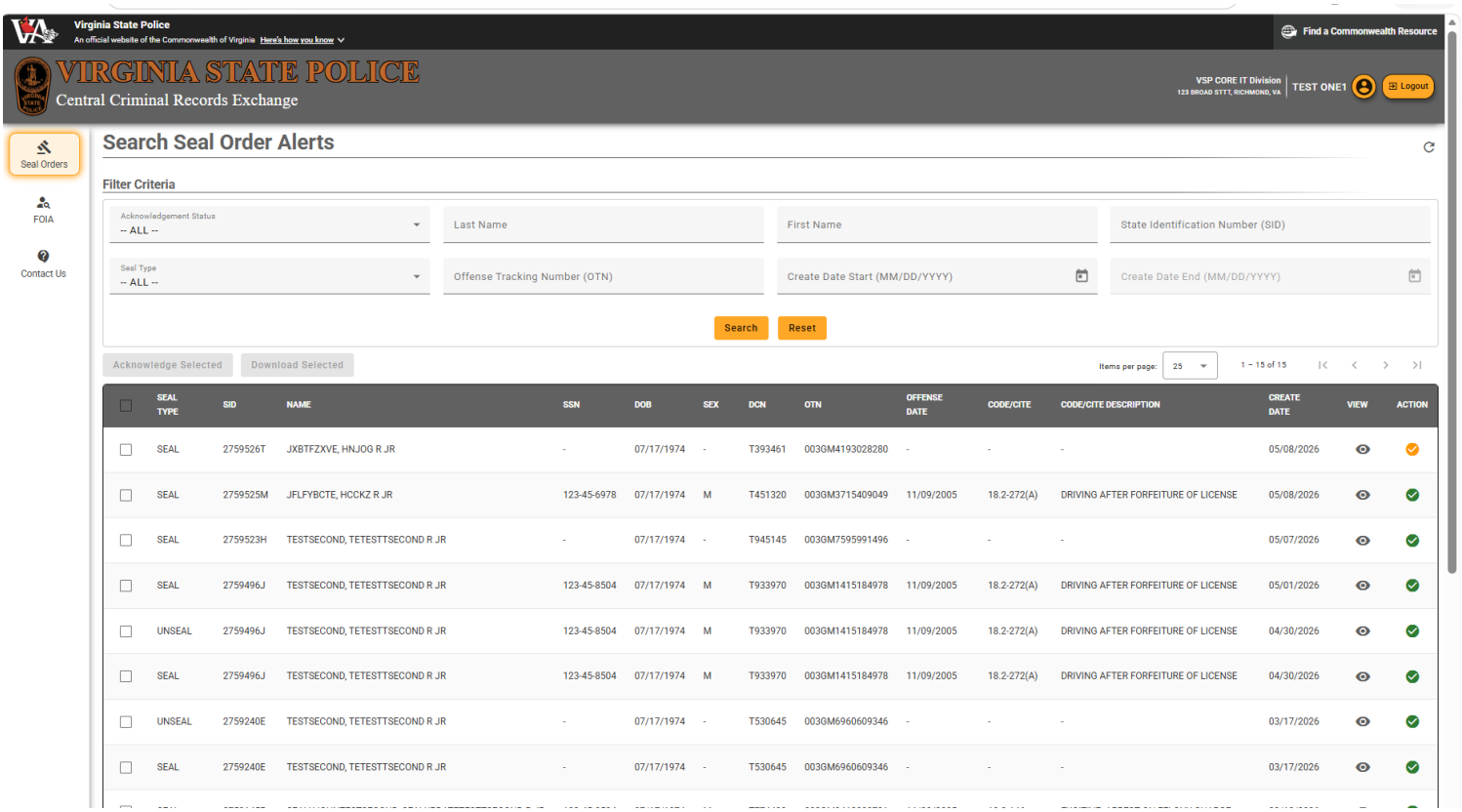


Left Navigation Panels

a. Seal Orders
b. FOIA
c. Contact Us

Main Body

a. Search Filter options
b. Search results



Search Seal Order Notifications

Step 1 – Enter filter criteria

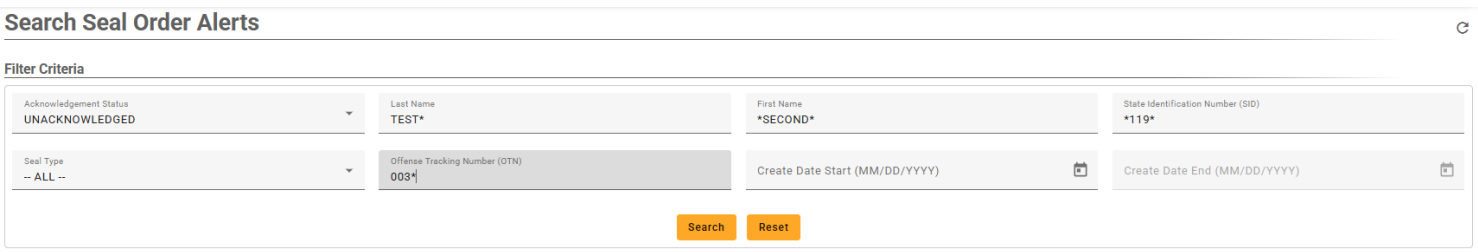
Can enter any combination of filter criteria

- Acknowledgement Status – Dropdown (All, Acknowledged, Unacknowledged)
- Last Name and First Name
- SID
- Seal Type – Dropdown (Seal or Unseal)
- Offense Tracking Number
- Create Start Date and End Date – date seal order notification created

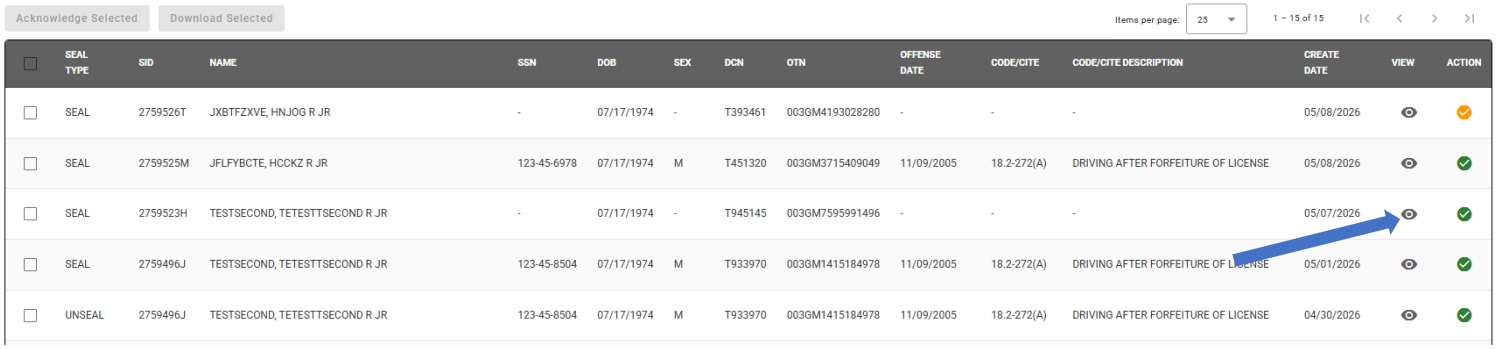
*Note – you can use a Wildcard (*) in the search fields

Step 2 – Click on Search

*Note – Clicking on Reset button will return to the default search of all unacknowledged seal order notifications



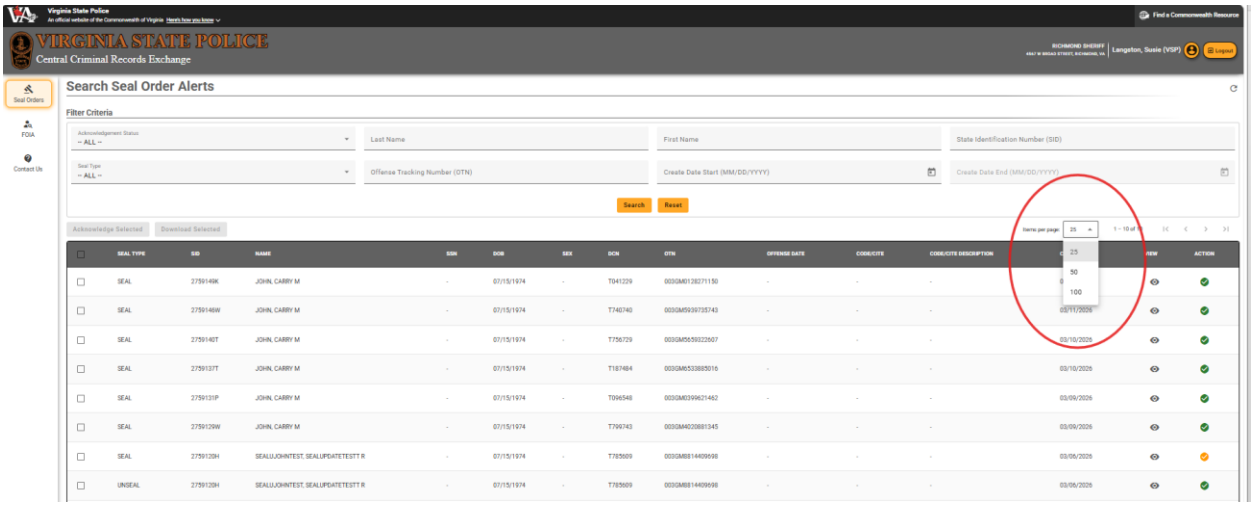
Search results will be displayed:



Change number of items per page

Step 1 – Select number of items from drop down box

Number of items displayed on page will change per selection. *It is helpful if you want to select as many items as possible to download to a file.*

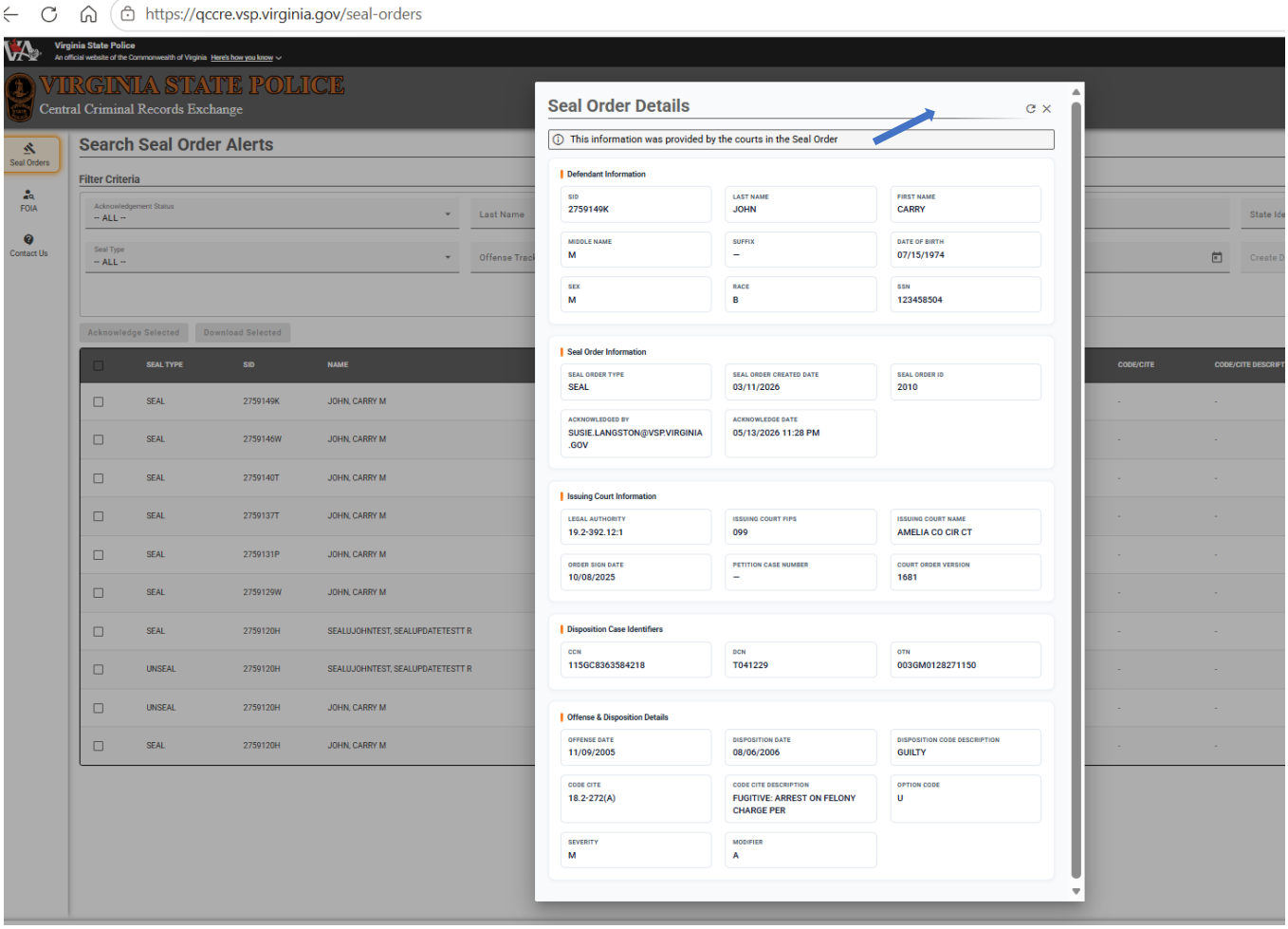


View Seal Order Details

Step 1 – Select View icon to view details of seal order

Seal order details are displayed in a pop-up box

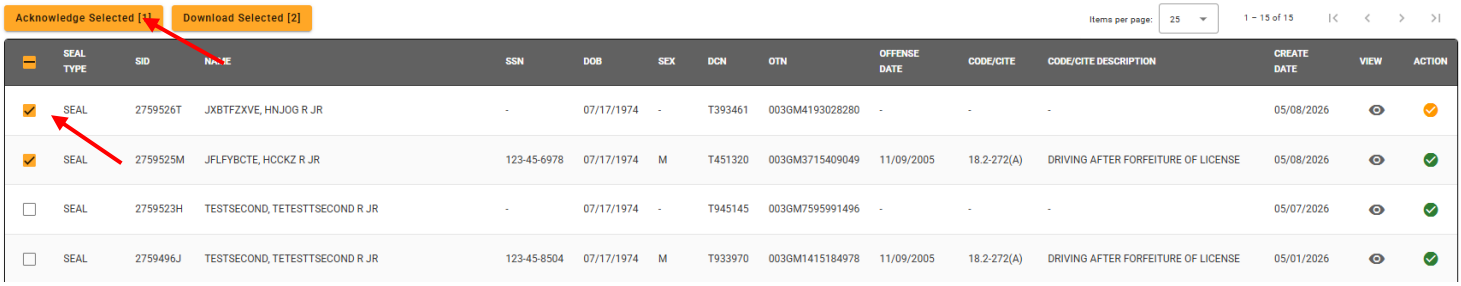
Step 2 – Click X in pop-up box to close



Acknowledge Seal Order Notification

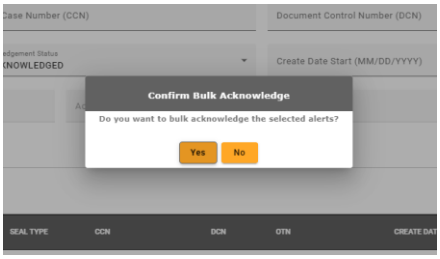
Step 1 – Click checkbox for all seal order notifications to acknowledge or click checkbox in top row to select all unacknowledged seal order notifications

Step 2 – Click Acknowledged button to complete acknowledgement



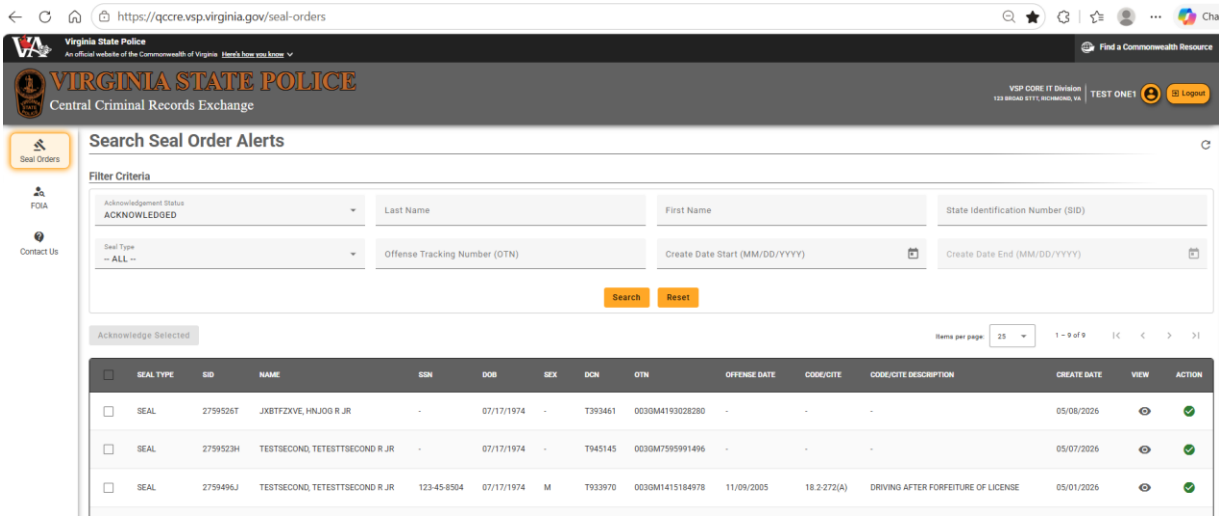
Step 3 – Confirm Acknowledgement:

Select Yes to acknowledge; No to return to search results page



Step 4 – View Acknowledged Seal Order Notifications

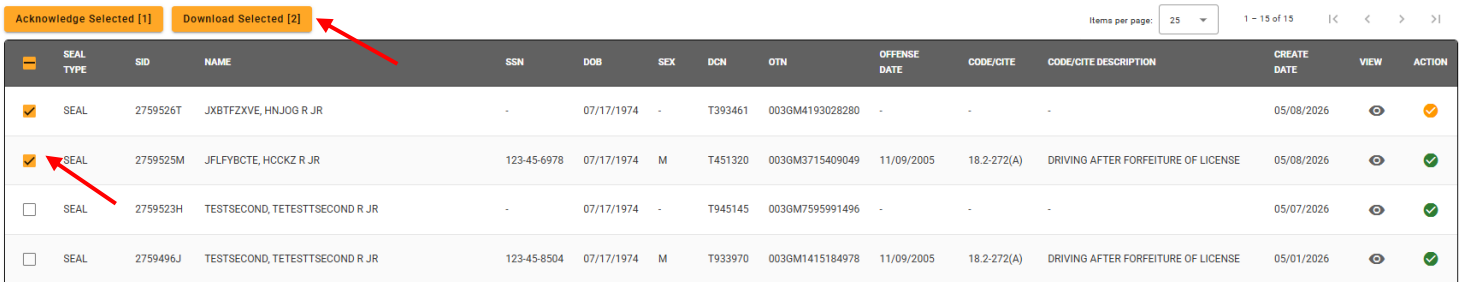
Selects Acknowledgement Status of ACKNOWLEDGED and click Search
Green Check in Action indicates seal order notification has been acknowledged
Acknowledged By and Acknowledgement Date should be displayed



Download Seal Order Notifications to file

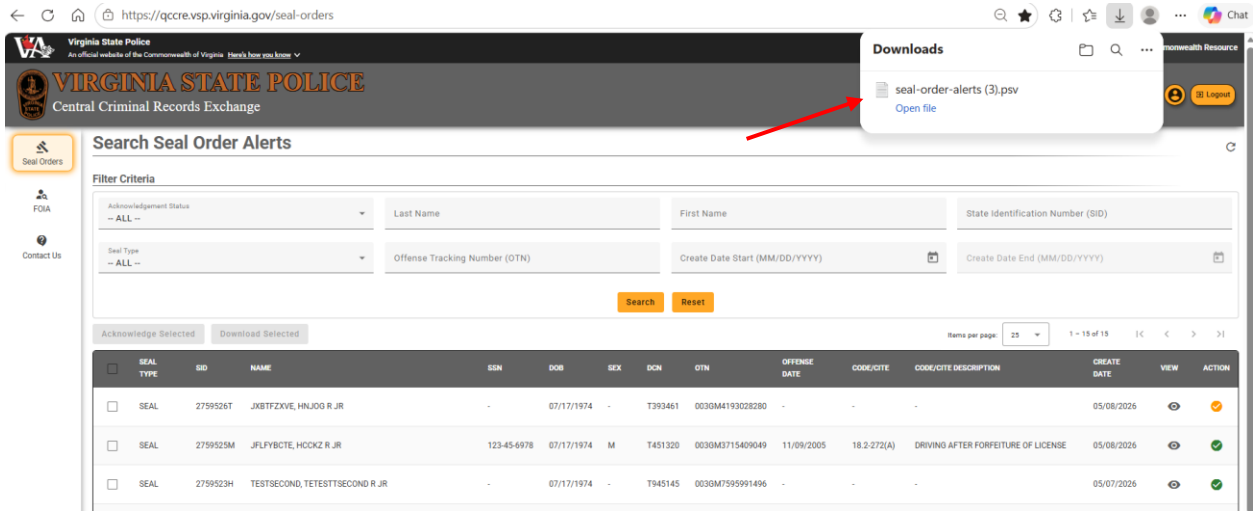
Step 1 – Click checkbox for all seal order notifications to download or click checkbox in top row to select all records on the page to download

Step 2 – Click Download Selected button to download records to a file



Step 3 – View Download file:

You can see the file that was downloaded to your computer

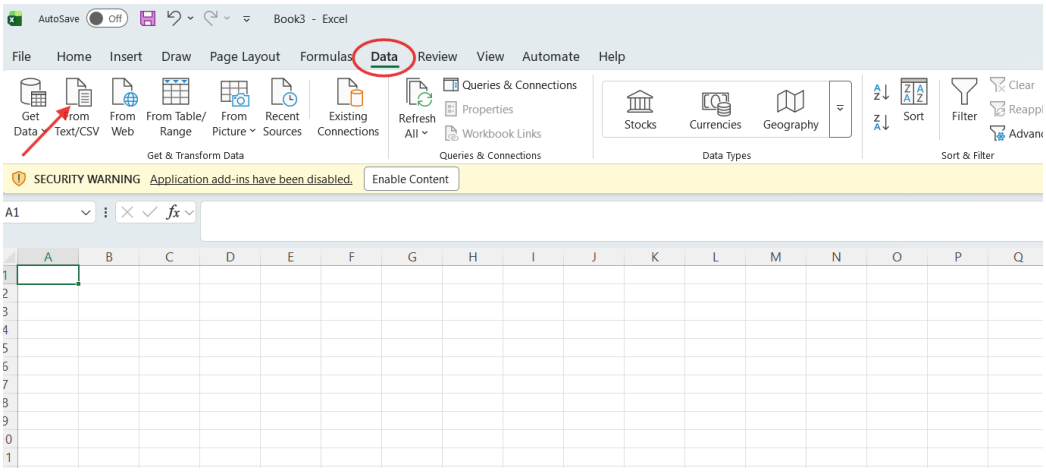


Open Seal Order Download File using Excel

The download file is a .psv (pipe separated values) file. This delimiter is commonly used when there may be other special characters in the file such as commas, periods, etc. If you download multiple times, your file name will have a number appended so it is not overwritten. (Example: seal-order-alerts.psv, seal-order-alerts (1).psv, seal-order-alerts (2).psv, etc.)

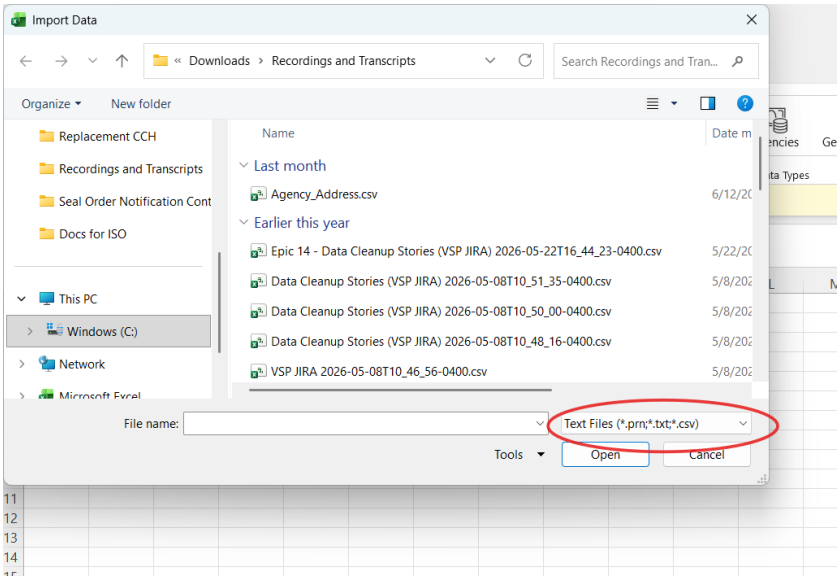
To open the file in Excel, you need to use the data import feature of Excel.

Step 1: Open a blank worksheet in Excel
Step 2: Click on the Data tab
Step 3: Select "From Text/CSV"

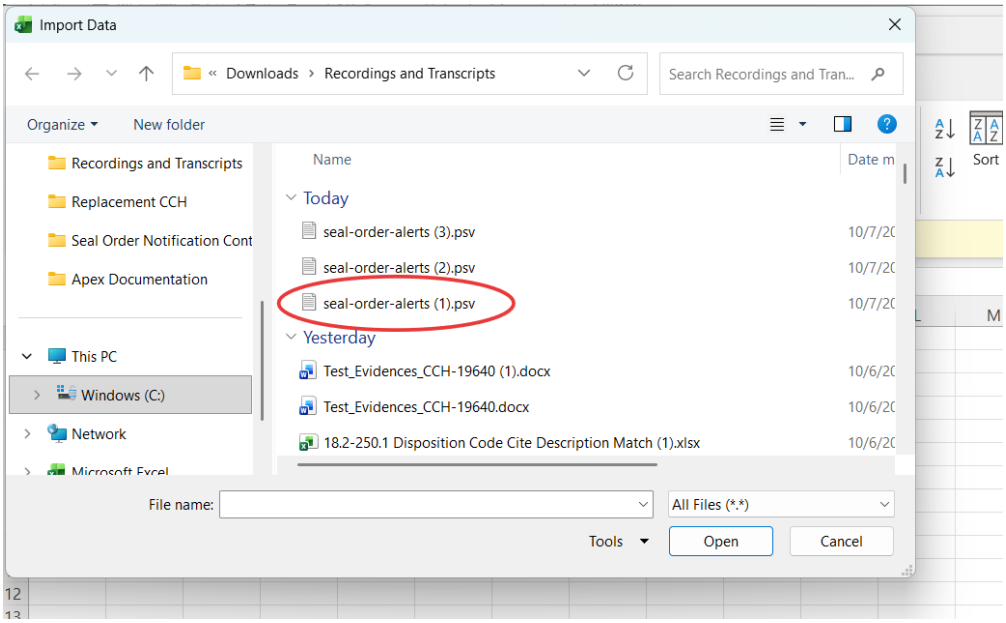


A dialog box will display.

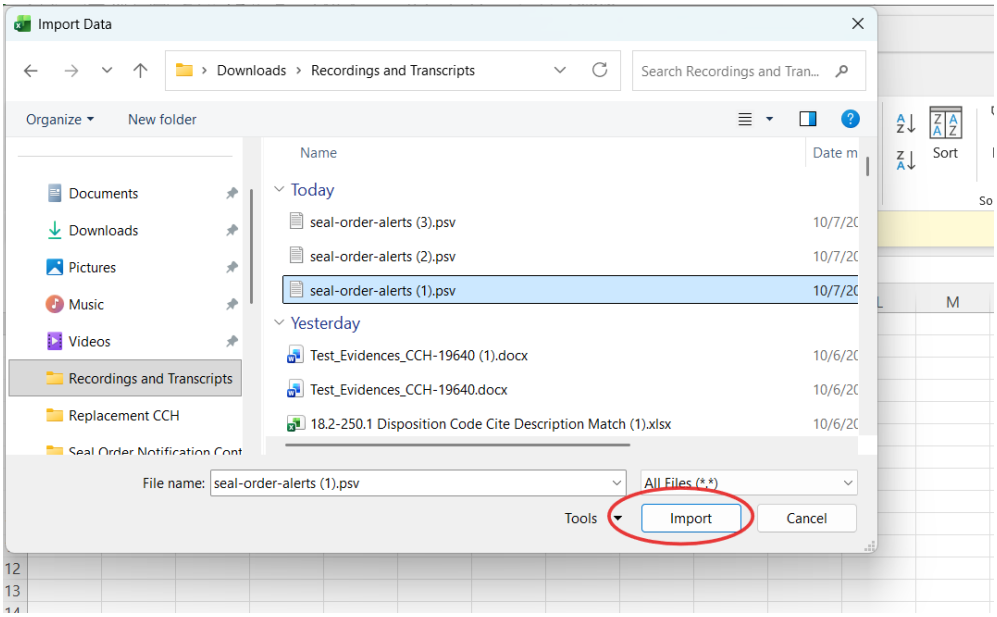
Step 4 – Click on the drop down where it says Text Files and change it to All Files.



Step 5 – Select your file

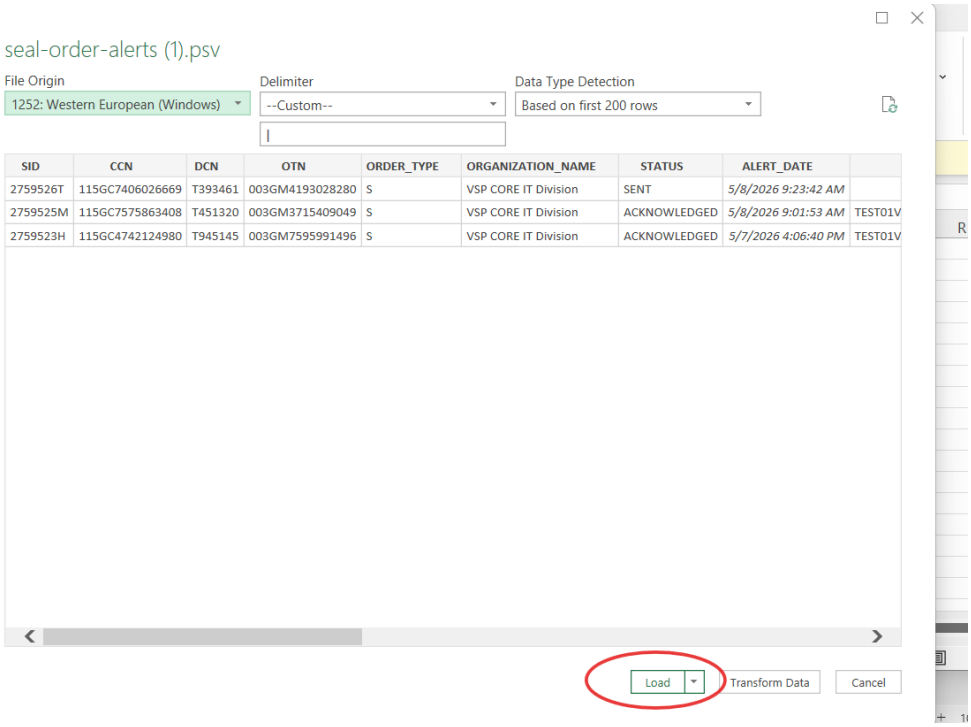


Step 6 – Click on Import

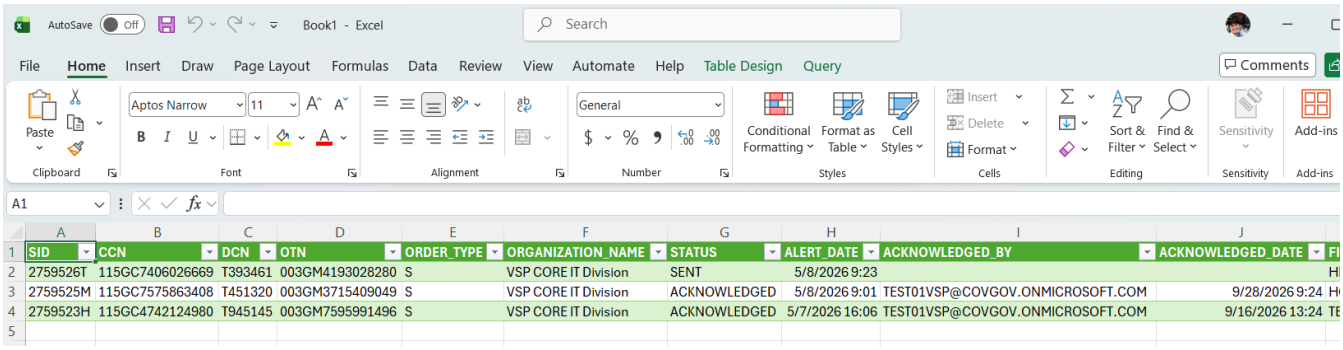


The file import dialog box will display

Step 7 – Click on Load button



The data will be loaded into Excel for your review.



Fields contained in the export file:

Data Element	Data Type	Data Length	Possible Values
SID	AN	10	Virginia State Identification Number
CCN	AN	15	Court Case Number Unique identifier assigned by the court for the case
DCN	AN	7	Document Control Number Unique identifier of charge document
OTN	AN	15	Offense Tracking Number Unique identifier of the offense
Order Type	A	9	This field is used to designate seal or unseal. Spaces will be padded on the end. • "S" - Seal Notification (Seal notification communicates that this criminal history must be deleted and cannot be disseminated to anyone) • "V" – Void Seal Notification (Void Seal indicates that the courts have determined that the seal or criminal history is no longer valid) •
Organization Name	A	50	
Status	A	15	Status of Seal Order Notification SENT ACKNOWLEDGED
Acknowledged By	A	50	Email address of person that acknowledged notification
Acknowledged Date	D	20	YY/MM/DD Time
First Name	A	50	
Middle Name	A	20	
Last Name	A	50	
Name Suffix	A	4	
Date Of Birth	D	8	YYYYMMDD
SSN	AN	9	

Sex	**A**	**1**	
Offense Date	**D**	**8**	**YYYYMMDD**
Code Cite	**AN**	**20**	**The charge identifier per the Code of Virginia that was sealed by the court. (From Disposition)**
Code Cite Desc	**AN**	**50**	**Description of the code cite charge**

Revision History

Revision	Date	Created and Revised By	Approved By	Change Summary
0.1	05/12/2026	Jennifer Glass		Initial version
0.5	05/13/2026	Jennifer Glass		Continue Refinement
1.0	07/07/2026	Susie Langston		Tailored to Individual Notifcations
1.5	9/21/2026	Susie Langston		Updated for Law Enforcement Enhancements
2.0	10/7/2026	Susie Langston		Added File Download function
2.1	11/6/2026	Susie Langston		Additional Formatting