

How to fill out your Criminal Background check

ONCE AT THE VA STATE POLICE WEBSITE

- **Click on Forms .**
- **Click on Criminal History/Sex Offender name search form (SP-167) (Next to Red Arrow.)**
- **Click on SP-167 Criminal History Record Name Search.**
- **Fill out the information page. This page will only transfer the information to the SP-167 form and allow you to print copies. Note-- Search type is "Other" and Specify "Youth Volunteer." Method of payment is Business check. The League will mail all forms together and write a check from the League. Request type is Criminal History and Sex Offender Search. Check the Non-Profit Volunteer box.**
- **In the section entitled "Mail Reply to (agency, individual, or authorized agent making request)." Enter the League's address. 1. RMFLI 2. Attention to: Chris Asbury 3. P.O. Box 630 Richlands, VA 24641.**
- **When the information page is complete, click on Click Here to validate.**
- **When the information is validated, a prompt will appear with the heading of "Validation Successful." Read the instructions and click on Click here to review completed form to be printed.**
- **Open the form, it will take a few moments to download. Preview the form and make sure all of the information is correct. Print two copies. Sign and have copies notarized in the section entitled "Affidavit for release of Information." You will need to present the forms to the President at a location, date and time to be determined. The League will need to mail in only one copy. The President will have to have the section entitled "Signature of person making request" signed and notarized.**
- **At the time you turn the form in, you will need to sign a background screening consent and release form and pay a \$30.00 registration fee to cover the cost of the check and related expenses.**
 - **Upon approval, you will be issued a season pass from the League that entitles you to free entry to all League games at all locations. If the VSP returns your background check unprocessed, it will be up to you to make any changes or provide any information to the VSP to allow them to complete the check, which may or may not result in you having to pay an additional \$30.00 registration fee.**

- **This is only a League requirement for individuals that are interested in coaching or being a volunteer. It is the intent of the Richlands Midget Football League, Inc., to take these precautionary steps to help ensure a safe environment for all children in the League.**

NOTE– When getting the form notarized, make sure the Notary puts their notary registration number on it. If that number is not on the form the VSP will send it back unprocessed.

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