

500 Gunnery Road

Fredericksburg VA, 22401

Phone: (540) 368-9531

Email: fparker@bgcrr.org

Background Check Instructions

Alternate option

1. Visit: [www.vsp.virginia.gov](http://www.vsp.virginia.gov)
2. In the left-hand column, select, “Criminal Record Check”
3. Select, “Click here to create your SP-167 request to be printed for mailing to the Virginia State Police (must mail in one form per request).”
4. The first drop down menu will say, “Form”. Select Form SP-167
5. Fill in your information, using your own address under the
6. Select “Confirm”
7. Print two copies of your generated form, keep one for your records
8. Get “Section 1: Affidavit for Release of Information” notarized by an official notary
9. Mail the form to: Virginia State Police

Central Criminal Records Exchange – NCJ

P.O. Box 85076

Richmond, VA

23285-5076

1. Bring us your ***unopened*** results. Please note that your results will be made invalid if they have been opened prior to delivery to the Club.

*Fingerprinting is also required for any individuals who are to have direct contact with our Club members. Below are instructions to complete the fingerprinting requirement.*

The Fredericksburg Police Department provides Fingerprinting Services on Wednesdays ONLY from 10:00 a.m. to 3:00 p.m. The fee for this service is $10.00 for the first fingerprint card and $5.00 for each additional card per person, per visit. Only CASH payments will be accepted. Please call 540-372-1165, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

Address: 2200 Cowan Blvd. Fredericksburg, VA 22401

The Virginia State Police Department provides Fingerprinting Services on Wednesdays and Thursdays from 2:00 p.m. to 4:00 p.m. The fee for this service is $10.00. Please call (540) 891-4108 for more information

Address: 3804 Loren Dr, Fredericksburg, VA 22408