HELP DOCUMENT FOR BACKGROUND CHECKS

FAQ

1. Which checks are required for student teaching and when are they due?

- VA State Police- Criminal History Background Check due 8/23 with fingerprinting.
- VA Department of Social Services Child Protective Services Check due 8/23

2. Who should I have reports sent to?

Please list yourself as the person to receive results from both background checks. Results must not be more than one year old at the time of submission. Background checks take approximately 2-8 weeks to process from the time the required materials are submitted, dependent upon the package purchased. Best to start this process in June.

3. How do I get my forms notarized?

Your forms should be notarized and stamped by an official Notary Republic prior to submitting. This requires you to sign the form in their presence (not before) and to show them you photo ID. You can get this done at local banks, some UPS stores or by contacting Linda Johnston in the music office who is able to do this for you by appointment. Email: lsjohnst@vcu.edu

4. How do I complete the VA Police Criminal Background check?

1. FILL OUT the SP-167 Criminal History Request Form found here: https://vspapps.vsp.virginia.gov/catspublic/public/publicHome.html
   Tip: Proper form is “SP 167 Criminal History“
   Tip: Request Type is “Criminal History Search"
   When it asks who to mail it to, list your name in the blank for “Name/Agency” and your address for mailing.
   Fingerprint is required for Fall 2022, available from VA State Police.

2. MONEY ORDER. Obtain a money order made out to VA State Police. You can obtain this easily from a local bank, Western Union, some grocery stores or many other convenient locations near you by googling “money order”. Make sure to include your name and address on the Purchaser Address line of the money order.

3. It is also possible to pay online with credit card.

4. NOTARIZE. Get your form notarized (see FAQ3 for help). Do not sign the form in advance. It must be signed in the presence of the notary and you must have your photo ID. You must get the form notarized prior to mailing it.

5. MAIL. Mail your notarized form with your money order to the VA State Police or go in person to complete it at:
   Virginia State Police Division - One Headquarters and Area 8 Office located at 9300 Brook Road, Glen Allen, VA 23060
   phone: 804-553-3444 (please call for information)

6. SUBMIT your completed result by August 24 to the Director Of Music Education, Dr. Sandy Goldie, with your student teaching application packet.
5. How do I complete the VA Department of Social Services-CPS background check?

7. **FILL OUT** this CPS FORM (being sure to follow all instructions on it carefully):
   

8. **MONEY ORDER.** Obtain a money order for $10. You can obtain this easily from a local bank, Western Union, some grocery stores or many other convenient locations near you by googling “money order”. Make sure to include your name and address on the Purchaser Address line of the money order.

9. **NOTARIZE.** Get your form notarized (see FAQ3 for help). Do not sign the form in advance. It must be signed in the presence of the notary and you must have your photo ID. You must get the form notarized prior to mailing it.

10. **MAIL.** Mail your notarized form with your money order to The Child Protective Services form to the Virginia Department of Social Services. Office of Background Investigations - Search Unit 801 East Main Street, 6th Floor. Richmond, VA 23219-2901

11. **SUBMIT** your completed result once you receive it by August 24 to the Director of VCU Music Education, Dr. Sandy Goldie no later than 24 August, 2021.

6. What can I do if I am still confused or need help?

Reach out to Dr. Goldie (sgoldie@vcu.edu) or Linda Pasquarell (lpasquarell@vcu.edu)