

**PROCEDURES FOR CHALLENGING  
VIRGINIA STATE POLICE  
INVESTIGATIVE RESULTS**

An individual should report this information to a local sheriff, police or Virginia State Police Headquarters and request to be fingerprinted for the purpose of challenging a criminal record.

The individual to be fingerprinted must show two (2) forms of personal identification (one of which should contain a photo). The law enforcement official taking the fingerprints must document on letterhead paper that he has reviewed the individual's personal identification, obtained the fingerprints, and are reasonably assured that the individual is who they represent to be. The law enforcement official will then mail both the letter and fingerprints to the following address:

Manager  
Central Criminal Records Exchange (CCRE)  
Department of Virginia State Police  
P.O. Box 27472  
Richmond, Virginia 23261

Additionally, the individual may challenge the criminal record in person at State Police Administrative Headquarters, 7700 Midlothian Turnpike, Richmond, Virginia. Within five workdays, the individual who initiated the challenge will receive written confirmation of the fingerprint search results; whether he is or is not the person of the record and record modification(s) taken, if applicable.

It is the policy of the CCRE to correct or otherwise modify a criminal record after receiving notification from the contributor of the record of the change to be initiated. Upon receipt of information that a record is in error, CCRE staff will initiate an audit of the record and coordinate corrections or modifications directly with the contributing agency. The time to complete this process varies depending on how expeditiously CCRE is officially advised by the contributor that a change to a record is appropriate. CCRE will not accept corrections or changes to a criminal record from sources other than the criminal justice agency (contributor), which submitted the record.

If the individual has been permitted to provide services pending receipt of the criminal history record information, the provider may suspend the individual or deny the individual unsupervised access to individuals with disabilities while a final determination is made concerning the individual's fitness to have responsibility for the safety and well-being of individuals with disabilities.