

Department of Behavioral Health and Developmental Services (DBHDS)

**CRIMINAL BACKGROUND INVESTIGATION  
RETURNED PACKET FORM**

Provider: \_\_\_\_\_ Provider #: \_\_\_\_\_ Date: \_\_\_\_\_

The enclosed attachments and/or fingerprint cards are being returned for the following reason(s) as indicated, please complete and return within **fifteen (15) business days** from the date of receipt. Also, if checked the additional administrative fee of \$13 needs to be submitted, as well. Remember to **include a copy** of this form with your resubmission.

Additional administrative fee charge required

**PROCESSING FEE:**

- The processing fee was not included in the packet. Payment of \$50 per individual needs to be rendered on an official organization check or money order.
- Processing fee received – attachments 3 & 5, forms 006 & 007 (if applicable) and/or fingerprint card not submitted.
- The processing fee is incorrect. The fee is \$50 per individual.
- Only organization checks, money orders and cashier's checks are accepted.
- Per DBHDS' Fiscal Office requirements, BIU cannot accept "starter" checks.
- The processing fee for applicant fingerprint search requests must be separate from sponsored residential program fingerprint search requests.
- The check/money order should be made payable to the "Treasurer of Virginia".
- Check made payable to the incorrect agency should be made payable to the "Treasurer of Virginia", DBHDS – BIU, P.O. Box 1797, Richmond, VA 23218-1797
- Check date is over ninety-days (90) old.
- Check was not signed.
- Additional administrative fee not submitted.

**ATTACHMENTS:**

- |                |  |                                     |   |
|----------------|--|-------------------------------------|---|
| ❖ Attachment 3 | <input type="checkbox"/> Not submitted | <input type="checkbox"/> Incomplete | <input type="checkbox"/> Old (Use Rev. 10/16) |
| ❖ Attachment 5 | <input type="checkbox"/> Not submitted | <input type="checkbox"/> Incomplete | <input type="checkbox"/> Old (Use Rev. 10/16) |

**FORMS:**

- |             |  |                                     |   |
|-------------|--|-------------------------------------|---|
| ❖ Form #006 | <input type="checkbox"/> Not submitted | <input type="checkbox"/> Incomplete | <input type="checkbox"/> Old (Use Rev. 10/16) |
| ❖ Form #007 | <input type="checkbox"/> Not submitted | <input type="checkbox"/> Incomplete | <input type="checkbox"/> Old (Use Rev. 10/16) |

- Organization is not licensed as a "sponsored residential program"; therefore, Attachments 3 and 5 should be submitted instead of Forms #006 and #007.
- Old attachments and/or forms. Revised (10/16) attachments and/or forms must be used. **Please discard all old attachments and/or forms.**
- Individual disclosed a "barrier crime". **Per VA Code §§ 37.2-416, individual is not eligible.**
- Individuals hired prior to the law (7/1/1999) are "grandfathered-in"; BIU **cannot** perform background checks.
- If a fingerprint based background request is submitted, a BIUSP-167 Name and Sex Offender Registry request **is not** required.
- Attachments and/or forms stapled to fingerprint cards.
- Form #001 not on file (DBHDS' Licensed Provider Contact & Information Sheet).
- Form #002 not on file (Statement of Authorization of Payment to DBHDS).

**FINGERPRINT CARD:**

- ❖ The following are incomplete and/or missing:
- Last name, First name & Middle name
- Some or all of the Descriptive Items (i.e. Height, Weight, Eye Color, Hair Color, etc.)
- Date of Birth (DOB) and/or Place of Birth (POB)
- Social Security Number
- Signature of individual/person fingerprinted missing
- Employer and Address and/or OCA number missing

**For a detailed explanation (if applicable) see reverse.**

**FINGERPRINT CARD CONT'D:**

- Fingerprint card(s) was folded. New card(s) must be submitted.
- No fingerprint card(s) submitted. BIU requires **one** fingerprint card

**RESUBMISSIONS/PROCESSING FEE:**

- Original non-classifiable fingerprint card(s) not submitted with reprints.
- The **resubmission deadline (30 days)** for both the VSP & FBI criminal background investigation has expired. Please submit the processing fee of \$50 per individual on an official organization check or money order along with the individual's attachments 3 & 5 and new fingerprint card. Keep old resubmission correspondence for your files.

**SEARCH FORM and/or CHILDREN RESIDENTIAL FACILITY (CRF) REQUEST FORM:**

- Child Protective Services search form should be submitted to the Virginia Department of Social Services at the address shown on the front of the CPS form. The processing fee for CPS searches is \$10 per individual.
- CRF fingerprint-based background request should be submitted to the Virginia Department of Social Services, Office of Background Investigations, 801 E. Main Street, Richmond VA 23219-2901. The processing fee for these searches is \$50 per individual.

**REMINDERS:**

- Staple** Attachments 3 & 5 and/or Forms #006 & #007 together and in order.
- Do not send Attachments 4 or 8. These attachments are for your records only.
- To include your provider number in the **OCA box** on each fingerprint card. Your provider number is \_\_\_\_\_.

**\*\*\*ATTENTION PROVIDER\*\*\***

*If you have any questions, please contact Malinda Roberts at (804) 786-6384 or Belinda Turner at (804) 887-7393.*

- Check only if another individual is being submitted in the place of the original returned individual named below.

**DETAILED EXPLANATION AND/OR ENCLOSED INDIVIDUAL(S):**

\_\_\_\_\_  
Background Investigations Unit Representative

\_\_\_\_\_  
Date