

Criminal History Record Verification, Challenge- Appeals Process

Virginia Office of EMS
Division of Regulation and
Compliance
1041 Technology Park Drive
Glen Allen, VA 23059
804-888-9100

The State Board of Health shall require each person who, on or after July 1, 2013, applies to be a volunteer with or employee of an emergency medical services agency to submit fingerprints and provide personal descriptive information to be forwarded along with his fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation, for the purpose of obtaining his criminal history record information. The Central Criminal Records Exchange shall forward the results of the state and national records search to the Commissioner or his designee (Office of EMS), who shall be a governmental entity.

If an applicant is denied employment or service as a volunteer because of information appearing on his criminal history record and the applicant disputes the information upon which the denial was based, the Central Criminal Records Exchange shall, upon written request, furnish to the applicant the procedures for obtaining a copy of the criminal history record from the Federal Bureau of Investigation.

Challenge of a Criminal Record

In instances where it comes to an individual's attention that his/her name or other descriptive information is a matter of record in the Central Criminal Records Exchange (CCRE) and he/she is not the person of the record, then he/she may initiate a "challenge of a record." This process is accomplished by an individual reporting this information to a local sheriff, police or State Police Headquarters and requesting to be fingerprinted for the purpose of challenging a criminal record.

It will be necessary for the individual to be fingerprinted after personal identification has been established. The official taking the fingerprints must document on letterhead paper that he/she has reviewed the individual's personal identification and obtained the fingerprints. There is no charge for this service.

This letter and the fingerprints are to be mailed to Manager, Central Criminal Records Exchange, Virginia State Police, and Attention: Jim Williams/Challenge, P. O. Box 27472, Richmond, Virginia 23261-7472.

Within 5 workdays, the individual that initiated the challenge will receive written confirmation of the fingerprint search results; whether he/she is or is not the person of the record and record modification(s) taken, if applicable.

Correction or Modification of a Criminal Record

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.

Please e-mail specific questions to: Lt.CJIS@vsp.virginia.gov.