

Theraplay's Family of Companies

Instructions for Completing VA Clearances

Please Note: You are responsible for any fees associated with obtaining these clearances.

Clearances can take up to 6 weeks to be returned. Do not delay in sending these out, as it may affect your start date.


VA State Police Background Check

Please go to the following website:

<http://www.vsp.state.va.us/FormsPublications.shtm>

- You will need to generate an SP-167 Form for an Individual Background Check. On the website, click the link that you see below. This will lead you to an online portal.

Criminal History Record Request / Sex Offender Name Search Forms:

 [Click here to create your SP-167 request to be printed for mailing to the Virginia State Police \(must mail in one form per request\).](#)

- From the drop down box at the top, under Forms, select "SP-167"
- For Request Type, select "Criminal History and Sex Offender Search"
- For Purpose, select "Other" – you will need to Specify a Purpose, type "Employment"
- Complete the Search Information section and the Mail Reply to section. Be sure to fill out the online form as yourself. **All results should be mailed to the individual applying for the background check.** The results should not be mailed to the employer.
- Select how you wish to pay for the background check.
- Select "Confirm"

VA Central Registry Release Form

- Download and complete the document from GetHired. Can also be found here https://www.publicpartnerships.com/media/tpiwxiq/virginia-dss_cps-central-registry-release-form.pdf
- Form is required to be notarized and mailed to VA Dept of Social Services
- Results should be mailed to the individual, not the employer.

If you have any questions please contact Kim Beaudine kim.beaudine@flemingtherapy.com