

VA Department of Social Services Central Registry Release of Information Form office of Background investigations – Search unit 801 East Main St. 6th Floor, Richmond, VA 23219-2901

INSTRUCTIONS

1. Answer all questions completely and accurately by printing clearly in black ink or typing your answers. Failure to complete or print clearly may delay or deny your request. Given the nature of the form and the actions to be taken when received, the **Office of Background Investigations shall not accept forms that have been altered in any fashion.** Forms that contain strike outs, correction tape or “white-out” will be returned.
2. If a middle name is an initial, indicate “initial only” otherwise, enter a full birth middle name.
3. If any answer is none, write “N/A”.
4. Sign in the presence of an official Notary Public. All request forms must be notarized. Only original signatures will be accepted, no copies.
5. If extra space is needed to complete the form (ie. Providing information on addresses, spouses, and children), attach an additional sheet along with your form to be mailed.
6. Search results disseminated beyond the requesting agency or individual are not considered official.