

Field Experience Requirements (For Placements 40 hours or More)

Complete each item below and deliver all documents to:

Henrico County Public Schools Attn: Chelsea Bell 3820 Nine Mile Road Henrico, Virginia 23223

No later than **July 1** (for fall placement) or **November 1** (for spring placement).

If any of these items have already been completed within the past one year, you may submit the results to us for review.

Criminal History/Background Check PART I

1. Go to <http://www.vsp.virginia.gov>
2. Under "Services," select "Forms"
3. Scroll down to the shaded box labeled "Criminal History/Background Check/Sex Offender Name Search"
4. Click **SP-167/SP-230 Web Form**

Virginia Criminal History Request Form SP-167/SP-230

This form must be printed and mailed to the Virginia State Police.

If you are unable to print this form, contact the Help Desk at (804) 674-2131.

NOTE: Please ensure your browser is up to date before calling the Help Desk.

- **SP-167/SP-230 Web form**

5. In the new window, follow the instructions on the screen
 - a. For Form: Select: **SP-167 for Criminal History & Sex Offender and Crimes Against Minors Name Search**
 - b. For Request Type, select "Criminal History and Sex Offender Search - \$20.00"
 - c. For Mail Results To: Henrico County Public Schools Attention: Chelsea Bell
Address: 3820 Nine Mile Road
City, State, Zip: Henrico, Virginia 23223-0420
6. Type in your personal information and click *Confirm*
7. Once you confirm the information is correct, click *Generate*
8. Print this form
9. Sign in **Section 1: Affidavit for Release of Information** in the presence of a Notary (*You can choose to have the document notarized on your own or HCPS can notarize your document*)

PART II

Fingerprints

- Visit a Virginia State Police office where fingerprints are taken
- Complete a VSP Fingerprint card: **\$10.00**- *They will accept cash, no personal checks.*

Mail or hand deliver a completed/signed SP-167 form, original fingerprint card and Money Order payable to **Virginia State Police** for **\$20.00**, to Chelsea Bell for her *Signature of Person Making Request*.

Tuberculosis (TB) Assessment/Test

- Go to any doctor/clinic to have a TB Assessment or TB Skin Test done
- Provide the results in package to Chelsea Bell

If you have any questions with the paperwork requirements, please do not hesitate to contact:
Chelsea Bell at 804-652-3365, cabell@henrico.k12.va.us or
Jessica Dadey at 804-652-3429, jddadey@henrico.k12.va.us