



To ensure appropriate processing, please ensure the highlighted sections are filled out verbatim:

Enter New Criminal History Background Search

Form: * SP-167 Criminal History & Sex Offender and Crimes Against Minors Name Search

Once printed, the SP-167 form requires a notarized signature of the individual being searched and a notarized signature of the agency/individual named in the MAIL RESULTS TO section.

INDIVIDUALS requesting and receiving their OWN Results have the option for [Remote Online Electronic notarization through NotaryCam](#) for an additional \$15.00 fee. You may need to disable pop up blockers to proceed to NotaryCam.



NotaryCam®

Get your SP-167 notarized in minutes online with NotaryCam.

Get Started

Search Information

Request Type: * Criminal History and Sex Offender Search - \$20.00

Specify Purpose: * RUNNER THVB

Purpose: * OTHER

Last Name: * SMITH

First Name: * JANE

Middle Name:

Maiden Name: DOE

Suffix: --Select--

Race: * White

Sex: * Female

Date of Birth: * 01/01/2000

SSN: 123-45-6789

Non-profit volunteer:

Mail Results To



To ensure appropriate processing, please ensure the highlighted sections are filled out verbatim:

Mail Results To	
Name/Agency: * <input type="text" value="TEAM HOYT VIRGINIA BEACH"/> ← TEAM HOYT VIRGINIA BEACH	Attention: <input type="text" value="BRETТА Z. LEWIS, ESQ."/>
Address Line 1: * <input type="text" value="200 BENDIX ROAD, SUITE 300"/> ← 200 BENDIX ROAD, SUITE 300	Address Line 2: <input type="text"/>
City: * <input type="text" value="VIRGINIA BEACH"/>	State: * <input type="text" value="VIRGINIA"/>
Country: * <input type="text" value="UNITED STATES OF AMERICA"/>	Zip Code: * <input type="text" value="23452"/> - <input type="text"/>
Contact Information	
Phone Number: <input type="text" value="(757)123-4567"/> (<input type="text" value="xxx"/> xxx-xxxx)	Email Address: <input type="text" value="jane.smith@gmail.com"/> (<input type="text" value="example@domain.com"/>)
Payment	
Fee: \$16.00	
Pay Method: * <input type="text" value="VISA"/>	
Please remember to enter your credit card number, expiration date and cardholder's signature on the form after you print it out.	
VSP Account Number: <input type="text"/>	
(For Existing NCJI Account Holders)	
<input type="button" value="Confirm"/> <input type="button" value="Clear"/>	