



CHARLES A. PENN
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ARLINGTON COUNTY POLICE DEPARTMENT
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Criminal History Records Information Request Instructions for LEO/Government Contractors.

In order to insure that your request is completed in a timely manner, please follow the guidelines below.

Please completely fill out the first three lines. Name, address, date of birth, and social security number must be included.

Please include your Agency name and Address.

Select a Type of Request.

Sign and Date.

Please do not fill out below signature and date.

An individual's release of information form must be included.



Criminal History Record Information Request
(Solicitud de Información de Antecedentes Criminales)

Conviction Data Request
(Solicitud de Datos de Convicción)



Arlington County Police Department. Arlington, Virginia

Last Name, First Name, Middle Name
(Apellido, Primer Nombre, Segundo Nombre)

Race
(Raza)

Sex
(Sexo)

Date of Birth
(Fecha de Nacimiento)

Place of Birth
(Lugar de Nacimiento)

AKA / NEE (Alias)

Other D.O.B. used

Social Security Number
(Numero de Seguro Social)

Address
(Dirección)

Driver's License Number
(Numero de Licencia)

Other S.S.N. used

This request is made in accordance with Title 19.2, Chapter 23, §19.2-389, Code of Virginia, as amended, and any person misusing this information shall be guilty of a Class 2 misdemeanor.

This department allows individuals, per Virginia Code §9-192, to inspect their criminal history record for review and challenge purposes only. Employers, prospective employers, or their agents can not receive criminal history record information unless authorized by a state or federal statute or an executive order of the President or Governor to receive such information.

For the purpose of ascertaining its completeness/accuracy, I request to inspect a copy of such criminal history information concerning me maintained in the files of

The Central Criminal Records Exchange, and/or

The Arlington County Police Department

I understand the provisions of §9-195 Code of Virginia which states: "Any persons who willfully and intentionally requests, obtains, or seeks to obtain criminal history record information under false pretenses, or who willfully and intentionally disseminates or seeks to disseminate criminal history record information to any agency or persons in violation of this article or chapter 23 of Title 19.2, shall be guilty of a Class 2 misdemeanor."

Name and Address of Requesting Agency

Type of Agency / Request

Signature of Requester
(Firma)

Criminal Justice

Non-Criminal Justice*

Otherwise by Law

Date of Request
(Fecha de Solicitud)

* Limited to Offenses NOT REPORTABLE
to Central Criminal Records Exchange

Please do not fill out below. ACPD use only.

Released By:

Date: