County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

Instructions for Requesting Your Criminal Record by Mail

Colonel Edwin C. Roessler
Chief of Police

Lt. Colonel Thomas Ryan
Deputy Chief of Police for Administration

Lt. Colonel Ted Arnn
Deputy Chief of Police for Investigations/ Operations Support

Lt. Colonel Erin F. Schaible
Deputy Chief of Police for Patrol

Major Gun Lee
Commander, Resource Management Bureau

Include ALL of the following or your request will not be processed:

1) **Notarized (including required acknowledgement)** statement explaining why criminal record is needed. Include **ALL of the following information:**

   - Name (current and any previously used, including maiden)
   - Current address
   - Social security number
   - Date and place of birth
   - Gender and race
   - Phone number or email address where you can be contacted

2) **Certified Copy** (*specific wording may vary by state; ask a notary public*), **notarized (including required acknowledgement)** of **TWO** of the following forms of **non-expired** identification (one must have a photo and date of birth):

   - U.S. or Foreign Passport
   - U.S. Driver's License or DMV Identification Card
   - U.S. Military Identification Card
   - U.S. Social Security Card
   - U.S. or Foreign Birth Certificate ****Original** birth certificate issued by US state agency OR **original** Foreign government issued birth certificate that MUST INCLUDE **original professional** translation**

3) **Ten dollar ($10.00) fee** in money order or check payable to the County of Fairfax

4) **Return Self-Addressed, Stamped Envelope**

Mail all requested items to:

Central Records
10600 Page Avenue
Fairfax, VA 22030
Attn: Record Request

We do NOT provide criminal history records to third parties, including attorneys' offices. You may only obtain your own record.

Fairfax County Police Department
4100 Chain Bridge Road
Fairfax, Virginia 22030
703-246-2195, TTY 711
Facsimile 703-246-3876
www.fairfaxcounty.gov