



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
David M. Rohrer
Chief of Police

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

- 1) **Notarized** statement explaining why criminal record is needed. Include **ALL of the following information:**

Lt. Colonel
James A. Morris
Deputy Chief of Police
for Administration

- 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

Lt. Colonel
Edwin C. Roessler Jr.
Deputy Chief of
Police for Patrol

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

Major
Erin Schaible
Commander,
Resource Management
Bureau

- 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/Certified) (Foreign must include **professional translation/certificate of accuracy**)

- 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

