Instructions for Requesting Your Criminal Record by Mail

1) **Notarized PD Form 23:**
   Use the attached form (PD Form 23) when requesting your criminal record by mail. Fill out the first five (5) lines of the REQUESTOR USE portion and **be sure to sign in front of a notary.** Be sure to attach contact information on a separate sheet of paper (i.e., email, address, and phone number).

2) **Notarized Copy of TWO (2) Identifications** (one must contain your photograph). Pursuant to VA Law, no other IDs are acceptable.
   - U.S. or Foreign Passport
   - U.S. Driver’s License OR DMV Identification Card
   - U.S. Military Identification Card
   - U.S. Social Security Card
   - **ORIGINAL** US Birth Certificate or **ORIGINAL** Foreign Birth Certificate accompanied by an **ORIGINAL** certified professional translation. (Please DO NOT provide copies of either your birth certificate or translation. All original documents will be returned).

3) **Ten dollar ($10.00) fee** in cash, money order, or check payable to The County of Fairfax.

4) **Return Self-Addressed, Stamped Envelope**
   Mail all requested items to:
   Central Records
   Fairfax County Police Department
   12099 Government Center Parkway
   Suite #1400
   Fairfax, VA 22035
   Attn: Record Request
   [http://www.fairfaxcounty.gov/police](http://www.fairfaxcounty.gov/police)

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

Please include contact information for further communication.