



# 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

**Kevin Davis**  
Chief of Police

**Brian J. Reilly**  
Executive Assistant  
Chief of Police

**Robert A. Blakley**  
Assistant Chief of  
Police Operations

**Brooke D. Wright**  
Assistant Chief of  
Police  
Investigations

**Eli Cory**  
Assistant Chief of  
Police  
Administration

**Kevin Shaw**  
Deputy Chief  
RMB Commander

- 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.**
- 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** payable by check or money order to 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>

**\*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**

**Fairfax County Police Department**  
12099 Government Center Parkway  
Fairfax, Virginia 22035  
703-246-2195, TTY 711  
Facsimile 703-246-3876  
[www.fairfaxcounty.gov](http://www.fairfaxcounty.gov)

