



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
Kevin Davis**
Chief of Police

**Lt. Colonel
Brian J. Reilly**
Executive Deputy
Chief of Police

**Lt. Colonel
Robert A. Blakley**
Deputy Chief of
Police Operations

**Lt. Colonel
Eli Cory**
Deputy Chief of
Police for
Investigations/
Operations Support

**Lt. Colonel
Brooke D. Wright**
Deputy Chief of
Police for
Administration

**Major
Rachel A. Levy**
Commander,
Resource
Management
Bureau

Mark Blackington
Director
Central Records
Division

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 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>

***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

