



ARKANSAS STATE POLICE

ASP 122ADP
(Eff. 08/18/2021)

**Identification Bureau
Individual Record Check Request Form
PRIVATE ADOPTION - AR920060Z A.C.A. §9-9-212**

Procedure for obtaining a Criminal History Check for:

**PRIVATE ADOPTION
AR920060Z ACA §9-9-212**

INSTRUCTIONS

1. If **only an Arkansas background check** is requested, include a properly completed **ASP 122ADP** request form and a check or money order (**DO NOT SEND CASH**) in the amount of **\$25.00** made payable to the Arkansas State Police. The results of the **Arkansas Criminal History Check** will be sent to the court in which the adoption petition will be filed.
2. If **both an Arkansas and an FBI check** are requested, include a properly completed **ASP 122ADP** request form, a check or money order (**DO NOT SEND CASH**) in the amount of **\$38.25**, made payable to the Arkansas State Police. The fingerprints will be submitted via live scan only after the applicant receives a transaction number from the Arkansas State Police. The fingerprints that are submitted via live scan will be used to check the FBI criminal history records.
3. The subject of the criminal records search may challenge the completeness or accuracy of the criminal history information by using the procedures as outlined in Title 28, Code of Federal Regulation (CFR) Section 16.34 and/or Arkansas Code Ann. §12-12-1013.
4. When the properly completed **ASP 122ADP** is submitted, other than in person at ASP ID Bureau in Little Rock by the subject of the record check, this **ASP 122ADP** request form must be notarized.
5. Send properly completed request form and correct payment to:

**Arkansas State Police
Identification Bureau
1 State Police Plaza Drive
Little Rock, AR 72209**

To contact the Arkansas State Police ID Bureau, you may call **501-618-8500**.

SEE OTHER SIDE FOR REQUEST FORM

