



ARKANSAS STATE POLICE

ASP-122NVL
(Eff. 08/11/2021)

Identification Bureau Individual Record Check Request Form NON-VOLUNTEER ONLY

Procedure for obtaining a Criminal History Check for:

**Adam Walsh Act – Public Law 109-248; or
Serve America Act – Public Law 111-13**

INSTRUCTIONS

1. If **only an Arkansas background check** is requested, include a properly completed **ASP 122NVL** request form and a check or money order in the amount of **\$25.00** made payable to the Arkansas State Police. **DO NOT SEND CASH.** A fingerprint card is NOT required if only the Arkansas background check is requested. The results of the Arkansas background check will be sent to the person/entity as specified on this form.
2. If **both an Arkansas and an FBI check** are requested, include a properly completed **ASP 122NVL** request form and a check or money order in the amount of **\$38.25**, made payable to the Arkansas State Police. **DO NOT SEND CASH.** A payment confirmation page will be returned with the transaction number needed to then get live scan fingerprints. The fingerprints that are submitted will be used to check the Arkansas and FBI criminal history records. If you are not a government entity, you will need to **file a list of criminal offenses with ASP ID Bureau for which a conviction would disqualify a person from working with your agency/entity.** *(The detailed FBI results will not be released to a non-governmental entity.)*
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. If the request is made by mail, an envelope properly addressed to the person/entity to whom the background check will be released, as specified on this form, with sufficient return postage must be included.
5. Send the properly completed request form, envelope, fingerprints (if FBI check is requested), 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

