



# ARKANSAS STATE POLICE

ASP-122NVL  
(Eff. 09/21/2021)

## 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**



ARKANSAS STATE POLICE

ASP-122NVL
(Eff. 09/21/2021)

Identification Bureau
Individual Record Check Request Form
NON-VOLUNTEER ONLY

Select One: [ ] Adam Walsh Act - Public Law 109-248
[ ] Serve America Act - Public Law 111-13

Form fields for personal information: Last Name, First Name, Middle Name, Jr./Sr./III, Daytime Phone #, Date of Birth, State of Birth, Citizenship, Sex, Race, Eye Color, Hair Color, Height, Weight, Social Security #, Driver's License #, Mailing Address, City, State, Zip Code.

APPLICANT RECORD NOTIFICATION

Notification: Fingerprints submitted will be used to check the criminal history records of the FBI.
Obtaining Copy: Procedures for obtaining a copy of the FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR) Section 16.30 - 16.33 or on the FBI website at http://www.fbi.gov/about-us/cjis/background-checks
Change, Correction, or Updating: Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.

Privacy Act Statement: (This privacy act statement is located on the back of the FD-258 fingerprint card.)

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.
Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

I give my consent for the Arkansas State Police to conduct an Arkansas (and if fingerprints are submitted, an FBI) criminal record search on myself and to release any results to the following person or entity:

Form fields for release information: Release to (First/MI/Last Name) OR Full Name of Agency, Contact Person if Agency Name Listed, Phone Number, Email Address (Email address for person/entity this is being released to), Mailing Address (Street/P.O. Box, City, State, Zip Code).

Form fields for signature: Subject of Record Signature (First/MI/Last Name), Date (Month/Day/Year).

THIS PROPERLY COMPLETED FORM MUST BE NOTARIZED.

Form fields for location: STATE OF, COUNTY OF.

Subscribed and sworn before me, a Notary Public, in and for the county and state aforesaid, this is the \_\_\_ day of \_\_\_, 20\_\_.

Notary Public

BELOW FOR OFFICE USE ONLY

[ ] 82005 Civil Record Check (\$25.00) [ ] 80019 FBI Record Check (\$11.25) [ ] 80006 FBI Record Check (\$2.00)