

Print this Checklist to help you Track your Progress

**Links to the various online sites mentioned below are on the Hopkins House website.*

DATE COMPLETED	ITEM
	1) Apply online* for FBI Background Check, pay \$18 fee, and print out receipt.
	2) Telephone local police station or sheriff's office to find out days/times they process fingerprints.
	3) Pick up blank fingerprint card from Hopkins House and take to local police station or sheriff's office to get fingerprinted.
	4) Make appointment online* to get your Virginia Background Check at designated site.
	5) Go to designated site indicated on your receipt to get your fingerprints taken electronically.
	6) Complete Virginia Central Registry Check form online*, print it out, take it to a notary and sign.
	7) Purchase \$10 money order made payable to "Virginia Department of Social Services".
	8) Make copy of money order and notarized Virginia Central Registry Check form.
	9) Mail money order and notarized Virginia Central Registry Check form to: <div style="text-align: center;"> <i>Virginia Department of Social Services Office of Background Investigations - Search Unit 801 Main Street, 6th Flr. Richmond, VA 23219-2901</i> </div>
	10) Drop off the following documents to Hopkins House: <ol style="list-style-type: none"> i. Fingerprint Card ii. Copy of FBI Background Check email iii. Copy of money order and notarized Virginia Central Registry Check form

For information or assistance, telephone (571) 480-4275

This form is provided for informational purposes only.

It is not an official document required as part of the background history check process.

IF YOU HAVE RESIDED OUTSIDE OF VIRGINIA IN THE PAST 5 YEARS
These additional steps need to be taken

	11) Check online* for state office of the state of your previous residence that processes background history checks.
	12) Contact the state of your previous residence and complete process for state background history check.
	13) In addition to the other documents listed above, drop off the following document to Hopkins House: i. Proof of out-of-state process completion (i.e. confirmation email)

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