

## Central Records Criminal Record Check Request

This form is only for individuals and background investigators requesting a criminal record check in person at our records office location. If you live outside the immediate area the criminal record check request must be in a formal notarized letter to include the information in section 1 & 2 with a copy of a valid driver's license or passport. International request must include certification by the US embassy or consulate.

**\*Please note that criminal record checks only disclose arrests made by our university police officers. Further inquiry can be made with the city, county, or state police localities.**

**Form Instructions:**

- Section 1: list the information of the person whom the criminal record check is on.
- Section 2: list the information of the person making the request.
- Section 3: filled out by the records office clerk.

The original form will be kept on file, and a copy will be provided to you. For further assistance please call (703)993-2876

Criminal History Record Information   
 Conviction Data Request

## George Mason University Police Department

<b>1.</b>	Last Name, First, Middle (Please Print)	Race	Sex	Date of Birth	Place of Birth
	Address:				Social Security Number
	This request is made in accordance with Title 19.2, Section 19.2-389, Code of Virginia, as amended. Penalty for misuse of the information is "... confinement is jail for not more than six months and a fine of not more than five-hundred dollars, either or both."				
<b>2.</b>	Name and Address of Agency	Type of Agency / Request		Signature of Requestor	
		<input type="checkbox"/> Criminal Justice <input type="checkbox"/> Non-Criminal Justice <input type="checkbox"/> Individual	<input type="checkbox"/> Potential Employer * <input type="checkbox"/> Visa Application <input type="checkbox"/> Otherwise By Law	Date of Request	
	* Limited to offenses NOT REPORTABLE to Central Criminal Records Exchange				
<b>3.</b>	Date of Arrest	Offenses		Disposition	
	Searched By:	Date:	Released By:	Date:	