



WEST VIRGINIA STATE POLICE NAME SEARCH REQUEST FORM

Fingerprint Submissions rejected twice due to poor quality

Instructions for Requesting:

*Fingerprint submissions must be rejected twice due to poor quality prints.

*Name search must be requested by agency or individual requesting a criminal history search on the individual below on the initial submission.

*All below information must be completed in order to receive a name search only response.

*All name search requests must be received within ninety (90) days of the 2nd rejection notice or the request will be rejected and the individual will need to start the process over.

*Send completed form to: WVSP-Criminal Records, Attn: Natalie Smith, 701 Jefferson Road, South Charleston, 25309 or by fax at: (304)746-2294

*For questions please contact Natalie Smith at (304)746-2277 or natalie.d.fisher@wvsp.gov

Requesting Agency Information:

Agency Name: _____ Agency POC: _____

Agency Phone Number: _____ Agency Fax: _____

Agency Address: _____

Results Returned by: Mail Fax

Subject of Name Check Information:

Name: _____ DOB: _____

Rejection 1 TCN: _____ Rejection 2 TCN: _____