

Applicants must complete form SP-167 using the Virginia State Police Non-Criminal Justice Interface

<https://vspapps.vsp.virginia.gov/catspublic/public/publicHome.html>

Form: Using the drop-down menu, select *SP-167 Criminal History & Sex Offender and Crimes Against Minors Name Search*

Note: the option to use the Remote Online Electronic notarization thru NotaryCam is not available when submitting the SP-167 form for employment purposes.

Search Information – all * fields are required to complete this search. Complete the fields as follows:

- Request type: Using the drop-down menu, select *Criminal History and Sex Offender Search - \$20.00*
- Purpose: Using the drop-down menu, select *Other Purpose*
- Specify purpose: Type the word *Employment* in the text box
- Complete the remaining asterisk (*) fields with your information.

Mail Results To – complete the fields as follows:

- Name/Agency: input *TN Department of Human Services – OIG Background Unit*
- Address Line 1: input *James K. Polk Building, 15th Floor*
- Address Line 2: input *505 Deaderick St.*
- City: input *Nashville*
- State: input *TN*
- Country: *United States of America* is pre-populated
- Zip: input *37243*

Contact information – complete the fields as follows:

- Phone number: input *615-253-4170*
- Email address: input CCBackground.DHS@tn.gov

Payment – complete the fields as follows:

- Pay Method: Using the drop-down menu, select *Business Check*
 - **Please note: TN DHS covers this payment.**

Click confirm and print the form.

Note: The generated form must be notarized. Do not sign Section 1 of the form until you are in the presence of a notary.

The completed notarized SP-167 form along with a fingerprint card should be returned to State of Tennessee Department of Human Services via the mailing address above.