

Criminal Background Process For DHSS

APPOINTMENTS ONLY IN NEW CASTLE AND SUSSEX COUNTIES:

New Castle County: DHCQ, 263 Chapman Road, Cambridge Building, Suite 200, Newark, DE 19702

Sussex County: Adams State Service Center, 546 S. Bedford St., Room #1521, Georgetown, DE 19947

Call 302-421-7410 to schedule an appointment.

PROCEDURES FOR OBTAINING A CRIMINAL HISTORY RECORD

Individuals must bring the following items:

1. Criminal History Record Request Form
2. Picture ID (government issued ID or Passport)
3. Payment is \$85 Must be made payable to the Delaware State Police
4. Arrive and report in with the receptionist **NO LATER THAN** your scheduled appointment time

IMPORTANT DETAILS FOR YOUR APPOINTMENT:

1. Please make sure you have your Criminal History Record Request Form printed.
 - We cannot accept any electronic documents nor print any paperwork for your appointment.
2. Please make sure you have your government issued photo ID or passport physically in your possession.
 - We cannot accept any photos of identification or any identification on an app.
3. Payment is \$85 and must be made payable to the Delaware State Police.
 - **Payment must be in the form of a money order, business check from your employer or a cashier's check from a bank. NO OTHER FORM OF PAYMENT WILL BE ACCEPTED!**
4. If accompanied by another person, that person must wait in their vehicle. We cannot have anyone in our reception area or the hallway. **No small children are allowed without prior approval.**
 - **If you are a minor, you are required to have one parent or guardian with you for your appointment.**
5. If you are **more than 5 minutes late** for your appointment, your appointment **WILL** be rescheduled to the next business day.
 - If you are running late, we ask that you give us a call as soon as you know you are going to be late. We may be able to move your appointment to a later time on the same day.
6. Arrive at the selected location.
 - Newark:
 - Park only in parking spots designated for the DHCQ ➤
 - Georgetown:
 - Report to room #1521 ➤

After the fingerprints are completed, the packet including the fingerprint card, BCC form and payment will be sent to the State Bureau of Investigation (SBI) for processing.