

## **INSTRUCTIONS**

In the event you are determined to not be qualified to work or volunteer based on your criminal history background check results you may start a personal review of your criminal record: Please remember; you were fingerprinted for the position and the Criminal Identification Bureau (CIB) of the West Virginia State Police (WVSP) has determined the fingerprints are identical to criminal fingerprints on file with the CIB and that a criminal charge exists which may be a barrier to employment or volunteering services. The West Virginia Repository is biometric (fingerprint) based and not name based only.

- 1) Complete the WVSP 136A Challenge of Criminal History Record Form.
- 2) Form may be downloaded from the WVSP website at [www.wvsp.gov](http://www.wvsp.gov)
- 3) Mail the form and a cashier's check and/or money order in the amount of \$20.00 (processing fee) made payable to: The Superintendent, West Virginia State Police to the following:  
West Virginia State Police  
Criminal History Section  
701 Jefferson Road  
South Charleston, WV 25309

**If the discrepancies are found on your federal criminal history record you must address this with the FBI. Send a written challenge request to the FBI's CJIS Division.**

Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation to support your claim. For example, if your disposition information is incorrect or missing, you may submit documentation obtained from the court having control over the arrest or the office prosecuting the offense. The FBI will contact appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with control over the data, the FBI will make appropriate changes and notify you of the outcome.

You may submit an Identity History Summary challenge to the FBI's CJIS Division by writing to the following address:

FBI CJIS Division  
Attention: Criminal History Analysis Team 1  
1000 Custer Hollow Road  
Clarksburg, WV 26306

The instructions for a federal criminal history record challenge can also be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.



WEST VIRGINIA STATE POLICE  
701 Jefferson Road  
South Charleston, West Virginia 25309-1698  
www.wvsp.gov

**CHALLENGE OF CRIMINAL HISTORY RECORD**

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MI)

ADDRESS \_\_\_\_\_  
(CITY) (STATE) (ZIP)

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
(MONTH) (DAY) (YEAR)

I have reviewed my criminal record at \_\_\_\_\_ (Agency) and find that certain entries originating in your agency are significantly inaccurate or incomplete in the following particulars:

**Record now reads:**

Record entry number: \_\_\_\_\_ Date: \_\_\_\_\_  
Charge: \_\_\_\_\_ Date: \_\_\_\_\_  
Disposition: \_\_\_\_\_ Date: \_\_\_\_\_

**Record should read:**

Record entry number: \_\_\_\_\_ Date: \_\_\_\_\_  
Charge: \_\_\_\_\_ Date: \_\_\_\_\_  
Disposition: \_\_\_\_\_ Date: \_\_\_\_\_

**Basis for Challenge:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: A fingerprint based background check should have been completed prior to submission of this form.**

**I have attached and signed a(n) additional sheet(s) describing other claimed errors in my records originating in your agency.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)