



To set up a Virginia State Police NCJI account

Thank you for your interest in opening a Non-Criminal Justice Interface (NCJI) account to submit criminal record searches.

In order to have access to our NCJI portal, your agency must be physically located in the state of Virginia. Designated users who access the NCJI portal must be physically located at the specified address listed on the contract when submitting and/or retrieving criminal record searches. Obtaining an account will be authorized by a legal binding contract.

To request an NCJI account, please submit the following:

A dated and signed letter (on agency letterhead), by your Administrator, Director, or Manager, etc. addressed to the attention of "NCJI Accounts", stating you are "interested in obtaining a Virginia State Police charge account for the purpose of processing criminal record checks for your employees".

Within the letter, you must also state the following:

1. Services your agency provides/performs and for whom.
2. If your agency is required by law to conduct searches, we need to know the specific Virginia code and section, not the HB#. (This can be obtained from your licensure)
3. If your agency will be submitting a national fingerprint search or a Virginia name search
4. If submitting fingerprint searches, will you be using Fieldprint
5. Approximate number of transactions you submit each month.
6. If your agency is requesting a Regulated or Statutory contract. (*note: If you are licensed through the Virginia Department of Health, the Department of Medical Assistance Services, or the Department of Social Services, you may qualify for a Statutory account, however, you have the option to apply for a Regulated account if you choose*). If requesting a Statutory contract, a current copy of your facility license through the Virginia Department of Health, Department of Medical Assistance Services, or the Department of Social Services must be provided.
 - a. **Regulated** = Submitted transactions will search for and report a complete Virginia criminal record. (ie: Guilty, Dismissed, Not Guilty, Pending) Your agency must keep a completed SP-167, including notarized signatures for each applicant, on file.
 - b. **Statutory** = Submitted transactions will search for and report Virginia criminal record convictions only. Your agency must be licensed through the Virginia Department of Health, the Department of Medical Assistance Services, or the Department of Social Services.
7. If your agency will also be submitting transactions for volunteers.
8. The name, title and email address of your Agency Head that will be responsible for signing and enforcing the terms of the contact.
9. The names and emails of up to two authorized users for access to the NCJI portal for the submission and retrieval of results.
10. The physical address and contact phone number of your agency.
11. Type of computer(s) being used at your agency: desktop and/or laptop.

Note:

- If your agency has multiple locations and is licensed through the Department of Health, the Department of Medical Assistant Services, or the Department of Social Services and each location has its own license, then each location must have an individual account. Therefore, each location must submit an individual letter of request for an account.

- If all locations are listed on the one license, then only one account is needed. Please list each location within your letter.

If your agency meets the criteria for an account and is approved by our Lieutenant, your Agency Head will receive a contract and charge account form to complete.

Each authorized user will have their own User ID and password assigned to them. Any sharing of User IDs and/or passwords with anyone will put you out of compliance with your Virginia State Police contract.

Creating your NCJI account can be a lengthy process, as there are other sections within the Virginia State Police that also have part in creating your account. Therefore, until your account can be created and activated, please continue to submit the paper SP-167 or SP-230 forms via USPS. Forms can be generated at <https://vsp.virginia.gov/services/criminal-background/>.

Email your account request letter and any attachments to ncjihelp@vsp.virginia.gov.

Thank you!

CARE Accounts Staff

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NCJI Accounts
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