



## SUFFOLK POLICE DEPARTMENT LOCAL RECORD REQUEST

*A CHECK, CASH OR MONEY ORDER MADE PAYABLE TO "SUFFOLK POLICE DEPARTMENT" FOR \$10.00 MUST ACCOMPANY THIS REQUEST BEFORE A FILE SEARCH WILL BE*

POLICE DEPARTMENT

1. PERSON NAMED IN RECORD						
<b>PRINT ONLY – LAST NAME</b>	<b>FIRST</b>	<b>MIDDLE</b>	<b>MAIDEN</b>	<b>SEX</b>	<b>RACE</b>	<b>DATE OF BIRTH</b> / /
<b>PLACE OF BIRTH – CITY OR COUNTY</b>					<b>STATE OR COUNTRY</b>	
					<b>SOCIAL SECURITY NUMBER</b>	

**AFFIDAVIT FOR RELEASE OF INFORMATION**

I hereby give consent and authorize the Suffolk Police Department to search its' files for any criminal history record and report the results of such search to the agent or individual authorized in this document to receive same. This does not preclude the existence of other criminal records within the state.

\_\_\_\_\_

Signature of Person Named in Record

State of \_\_\_\_\_ ; County/City of \_\_\_\_\_, to wit: Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Signature of Notary Public

### 2. AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST

MAIL REPLY TO: Agency, Individual or Authorized Agent

\_\_\_\_\_

NAME

\_\_\_\_\_

STREET/RFD

\_\_\_\_\_

CITY                      STATE                      ZIP CODE

As provided for in Section 19.2-389, Code of Virginia, I hereby request the criminal history record of the individual named in Section 1 above and swear or affirm that I have the consent of the person to obtain his/her record and will not further disseminate the information received, except as provided by law.

\_\_\_\_\_

Signature of Person Making Request

State of \_\_\_\_\_ ; County/City of \_\_\_\_\_, to wit: Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Signature of Notary Public

### NOTICE

RESPONSE BASED ON COMPARISON OF REQUESTOR FURNISHED INFORMATION AGAINST A MASTER NAME INDEX CONTAINED IN THE FILES OF THE SUFFOLK POLICE DEPARTMENT "ONLY".