

HELP!!

IT'S NOT RIGHT!

I NEVER COMMITTED A CRIME!

As a Soldier in the United States Army, the entire country has placed its trust in you. It is extremely important to maintain a clean criminal record. Despite your efforts, sometimes a criminal may misappropriate your good criminal record. Other times, a criminal justice agency may misreport someone else's bad deed on your record. In either instance, it is imperative that you correct this error.

How do I correct the error?

You must challenge the incorrect record. When it comes to an individual's attention that his/her name or other descriptive information is a matter of record in the Central Criminal Records Exchange (CCRE) and he/she is not the person of the record, then he/she may initiate a "challenge of record." This process is accomplished by an individual reporting this information to a local sheriff, police or State Police.

Will I have to give my fingerprints?

Yes. After personal identification has been established, the individual must submit to fingerprinting. The official taking the fingerprints must document on letterhead paper that he/she has reviewed the individual's personal identification and obtained the fingerprints.

Is there a charge?

No. There is no charge for this service.

What happens next?

The letter and the fingerprints are mailed to Manager: Central Criminal Records Exchange, Virginia State Police, P. O. Box 27472, Richmond, Virginia 23261-7472. Within 5 workdays, the individual that initiated the challenge will receive written confirmation of the fingerprint search results; whether he/she is or is not the person of the record and record modification(s) taken, if applicable.

What should I expect after submitting a criminal records challenge?

It is the policy of the CCRE to correct or otherwise modify a criminal record after receiving notification from the contributor of the record of the change to be initiated. Upon receipt of information that a record is in error, CCRE staff will initiate an audit of the record and coordinate corrections or modifications directly with the contributing agency. The time to complete this process varies depending on how expeditiously CCRE is officially advised by the contributor that a change to record is appropriate.

CCRE will not accept corrections or changes to a criminal record from sources other than the criminal justice agency (contributor) which submitted the record.

Where can I go for more information?

Online: [http://www.vsp.state.va.us/CJIS_CCRE.shtm#Challenge Record](http://www.vsp.state.va.us/CJIS_CCRE.shtm#ChallengeRecord)

Call: *Virginia State Police: 804-674-4688*

Visit: *Fort Lee Legal Assistance Office during regular walk in ours Monday – Friday 1:00 – 4:00 p.m. Telephone: 804-765-1500.*