



COMMONWEALTH of VIRGINIA
Secretary of the Commonwealth

POST OFFICE BOX 2454

RICHMOND, VIRGINIA 23218-2454

Option for updating your Virginia Criminal Record:

If you wish, a notation may be added to your Virginia criminal record saying that the Governor has restored your civil rights. To have such a statement added to your criminal record, you must submit a complete set of fingerprints, taken by a law enforcement agency on an "Applicant Fingerprint Card."

Any Virginia law enforcement agency may take your fingerprints. When you go to be fingerprinted you will need to bring two forms of identification, one of which must be a photo ID, preferably a Virginia Driver's License or Virginia DMV ID Card. The law enforcement agency may charge a small fee (up to \$10) for completing your fingerprints.

The Applicant Fingerprint Card will need to have your FULL name, and date of birth printed on the card, as well as "Restoration of Rights" or "RoR" in the Reason Fingerprinted section of the card.

Once you have had your fingerprints taken, mail the completed card and a copy of the Restoration of Rights document issued by the Governor to:

Virginia State Police
Central Criminal Records Exchange (CCRE)
Post Office Box 27472
Richmond, Virginia 23261-7472
Attn: Criminal Records Manager --ROR

The Virginia State Police will update your criminal background record within 45 days of receipt of the completed fingerprint card and restoration document.

APPLICANT FD-258 (REV. 3-1-0) 11100046		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME FIRST NAME MIDDLE NAME DOE JOHN William		FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED		A. APER AKA		D. H. I.		VANSPOOD CRIM RECORD EXCHANGE RICHMOND, VA		DATE OF BIRTH DOB Month Day Year 01 01 1915	
RESIDENCE OF PERSON FINGERPRINTED 101 ANYWHERE ROAD RICHMOND, VA 23219		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS JOHNNY		CITIZENSHIP CTZ U.S.		SEX RACE HT WT EYES HAIR W M 5'10" 190 BR BR		PLACE OF BIRTH POB RICHMOND, VA	
DATE		YOUR NO. OCA		YOUR NO. FBI		CLASS		LEAVE BLANK	
EMPLOYER AND ADDRESS		ARMY FINGER NO. MNU		SOCIAL SECURITY NO. SOC		HPL			
REASON FINGERPRINTED ROR		VISCELANEUS NO. MNU							
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE	
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				11. THUMB		12. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

SAMPLE