

PROCEDURES TO OBTAIN YOUR ARREST AND CRIMINAL HISTORY RECORD

A. District of Columbia Residents may obtain a police clearance from the District of Columbia Metropolitan Police Department’s Arrest and Criminal History Section. To get a clearance, you will need to complete a PD Form 70 (Criminal History Request) for a record check. This form is available when you visit the Arrest and Criminal History Section, of the third floor of the Police Headquarters. Most requests will be processed while you wait, generally between 15-45 minutes.

Please visit: DC Metro Police Department’s Arrest and Criminal History Section

Address	Hours	Fee	What’s needed
Henry J. Daley Building MPDC Headquarters 300 Indiana Ave, NW Room 3055 Washington, DC 20001 (202) 727-4245	Monday – Friday 9:00am – 5:00pm	\$7 fee (cash or money order only) made payable to DC Treasurer No credit cards or personal checks	To make a request, you will need one of the following government issued photo ID, such as: <ul style="list-style-type: none"> • Driver’s license • Non-Driver ID • Original Birth Certification AND social security card

If you are unable to visit the office in person, you may do the following:

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| <ol style="list-style-type: none"> 1. Write a letter requesting your police clearance to:
 <u>Metropolitan Police Department</u>
 Arrest and Criminal History Section
 ATTN: Police Clearance
 300 Indiana Ave, NW Room 3055
 Washington, DC 20001 2. Letter must be notarized by a Notary Public 3. Letter must include a \$7 money order made payable to: DC Treasurer 4. Include a self-address, stamped envelop | <p style="text-align: center;">The letter must include the following:</p> <ol style="list-style-type: none"> 1. full name 2. Date of Birth (month, date, year) 3. Social Security Number 4. Place of Birth 5. Race 6. Exact Street Address |
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B. If you live outside of the District of Columbia you must obtain your arrest and criminal history record from your local State Police Department. To obtain your clearance, you must follow the procedures required by your state’s police department.

For the State of Maryland - Link: <http://www.dpscs.state.md.us/publicservs/bgchecks.shtml>
 Applicants who reside in Maryland only need the State background check with Gold Seal \$19.00

For the Commonwealth of Virginia – Link: http://www.vsp.state.va.us/CJIS_Criminal_Record_Check.shtm
 Read that information carefully and fill out the application here:
<http://www.vsp.state.va.us/downloads/SP-024.pdf>

Return your criminal background check with your completed licensure application to:

OSSE – Division of Education Excellence
 Office of Educator Licensing and Quality
 51 N Street NE, 3rd Floor
 Washington, DC 20002
educator.licensurehelp@dc.gov