



Snyder County Sheriff's Office
REQUEST FOR CRIMINAL RECORD CHECK

FOR REPOSITORY USE ONLY
 (LEAVE BLANK)

*** TYPE OR PRINT LEGIBLY WITH BLACK OR BLUE INK ***

NOTE: IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER. A RESPONSE MAY TAKE THREE WEEKS OR LONGER TO PROCESS.

REQUESTER NAME			
ADDRESS			
CITY	STATE	ZIP	
PHONE NO.			

REQUESTER IDENTIFICATION (ONLY CHECK ONE BLOCK)

INDIVIDUAL/NON-CRIMINAL JUSTICE AGENCY – ENCLOSE A CHECK/MONEY ORDER IN THE AMOUNT OF \$8.00 PAYABLE TO: "SNYDER COUNTY SHERIFF" THE FEE IS NONREFUNDABLE.

NOTARIZED INDIVIDUAL/NON-CRIMINAL JUSTICE AGENCY – ENCLOSE A CHECK/MONEY ORDER IN THE AMOUNT OF \$13.00 PAYABLE TO: "SNYDER COUNTY SHERIFF" THE FEE IS NONREFUNDABLE.

FEE EXEMPT NON-CRIMINAL JUSTICE AGENCY

***** DO NOT SEND CASH *****

NAME/SUBJECT OF RECORD CHECK (FIRST)	(MIDDLE)	(LAST, SUFFIX)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER (SOC)	DATE OF BIRTH (DOB)	SEX	RACE

REASON FOR REQUEST (CHECK ONE BLOCK)

- EMPLOYMENT MILITARY VISA FIREARMS PURCHASE / TRANSFER
- ADOPTION (DOMESTIC) ADOPTION (INTERNATIONAL): *MUST BE NOTARIZED (\$13.00 FOR REQUEST)*
- OTHER (SPECIFY) _____

<p>REQUESTER CHECKLIST</p> <p>DID YOU ENTER THE FULL NAME, DOB, AND SOC? DID YOU ENCLOSE THE CORRECT FEE (CHECK/MONEY ORDER)?</p> <p style="text-align: center;">*** DO NOT SEND CASH ***</p> <p>DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?</p>	<p>AFTER COMPLETION MAIL TO:</p> <p style="text-align: center;">OFFICE OF THE SHERIFF COUNTY OF SNYDER 12 SOUTH MAIN STREET MIDDLEBURG, PA 17842-1014 570-837-3311 BUSINESS HOURS 8:00 am - 4:00 pm (Monday – Friday)</p>
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WARNING: MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY 18 Pa.C.S. SECTION 4904(b).