

Obtaining a Certified Delaware Criminal History



A Criminal History Background Check is obtained through fingerprints. You must provide photo Identification, such as a valid driver's license or State ID (from any state). You do not need a social security card or a birth certificate.

Juveniles (under 18) must be accompanied by a parent, or guardian to authorize the criminal history. Juveniles must present either one of the above types of ID's, or a school ID is acceptable.

The fee for a State of Delaware Criminal Background Check is \$52.00.

The fee for a State and Federal Criminal Background Check (must be mandated by law) is \$65.00.

Payment options are cash (except Sussex County), credit or debit cards, certified checks, money orders, or company checks made out to Delaware State Police. We do not accept American Express or personal checks.

The State Bureau of Identification (SBI), is pleased to announce that through the Adam Walsh Child Protection and Safety Act, Delaware Private Schools now have the ability to

obtain a State and Federal background check through SBI, effective May 1st, 2017. Schools must be registered with SBI prior to any employee being processed. To register your school, please complete the required form.

[Delaware Private School Background Check Form](#)

The background checks will be issued directly to the school's point of contact and will take substantially less time to complete than the current process of mailing fingerprints to the FBI directly. The cost of the background check is \$65.00

Locations and Hours of Operation for SBI

The Delaware State Police State Bureau of Identification (SBI) is open for all services.

Appointments may be scheduled by calling: 302-739-2528.

For everyone's health and safety, all visitors entering the building must wear a mask.

[Kent County](#)

To remain consistent with current public health guidelines, this office will temporarily change from a walk-in facility to **appointment only** –

Call 302-739-2528 to schedule an appointment.

The office is located at 655 South Bay Road, Suite 1B, Dover, DE 19901, in the Blue Hen Corporate Center. Enter the road between Kent County Levy Court and Firestone, then follow the fingerprint signs.

Hours of operation are:

- Monday through Friday, 8:30 a.m. to 3:15 p.m.
- Call (302) 739-5871 for more information

The results of the completed certified criminal history will not be returned the same day. The results will be forwarded to the recipient as soon as operationally possible.

- [Holiday Closing Schedule](#)

Sussex County

The office is located inside the Thurman Adams State Service Center located at 546 S. Bedford Street, Room 202, Georgetown, DE.

Hours of operation are:

- Monday –Thursday, 8:30 a.m. – 3:15 p.m.
- To schedule an appointment call (302)739-2528
- **CASH IS NOT ACCEPTED** at this location

The results of the completed certified criminal history will not be returned the same day. The results will be forwarded to the recipient as soon as operationally possible.

- [Holiday Closing Schedule](#)

New Castle County

The office is located at Delaware State Police Troop 2, on

Route 40, in Bear, just west of the Fox Run Shopping Center, between routes 72 and 896, across from the Glasgow walking park and next to the YMCA.

The hours of operation are:

- Monday through Friday, 8:30 a.m. to 3:15 p.m.
- To schedule an appointment call (302) 739-2528

The results of the completed certified criminal history will not be returned the same day. The results will be forwarded to the recipient as soon as operationally possible.

- [Holiday Closing Schedule](#)

Out of State Residents

Mail in request for certified criminal history.

Fingerprints may be taken by your local police agency or any fingerprinting agency. All ten print fingerprint cards are acceptable. If the agency will not provide a card, you may print a FD-258 fingerprint card that is available on the Federal Bureau of Investigation website at www.fbi.gov – click stats & Services, then Identity History Summary Checks, then FD-258 Fingerprint Card. You may print the card on regular paper and present this to the agency for fingerprinting.

FOR STATE BACKGROUND: A written authorization letter granting the Delaware State Police to conduct a background check on the individual must be signed by the individual. This does not need to be notarized. Send the authorization letter in along with a money order made payable to the Delaware State Police for \$52.00 along with your fingerprint card. The fingerprint card should be filled out entirely to include your name, any aliases, address, date of birth, social security, sex, race,

height, weight, eye color, hair color and place of birth.

FOR PROFESSIONAL REGULATIONS: The Authorization form the board must be signed, completed and included, along with your fingerprint card and a money order for \$65.00 payable to the Delaware State Police. The fingerprint card should be filled out entirely to include your name, any aliases, address, date of birth, social security, sex, race, height, weight, eye color, hair color and place of birth.

An authorization letter, fingerprint card and certified check or money order, made payable to "Delaware State Police" should be sent to the below address. PERSONAL CHECKS ARE NOT ACCEPTED

MAIL TO:

Delaware State Police
State Bureau of Identification
P.O. Box 430
Dover, DE 19903

If you need any other information regarding a certified criminal history, please call (302) 739-5884.

For more information regarding other services, please choose appropriate link below:

[Professional Licensing Section](#)
[Driving Privilege Card \(DPC\) For Undocumented Immigrants](#)
[Carrying a Concealed Deadly Weapon Permit \(CCDW\)](#)