



## Instructions for Background check

Go to <https://apps.vsp.virginia.gov/catspublic/public/publicHome.html>

Choose Form SP-167. Criminal History and Sex Offender Check

Be sure to check “nonprofit volunteer” in order to get reduced fee of \$16.00 for Dream Maker Volunteer or \$8.00 for Special Event volunteer.

Under “Mail Reply to” list:  
Toby’s Dream Foundation  
611 Lynnhaven Parkway, Suite 200  
Virginia Beach, Virginia 23452

After you enter all information and click confirm, **you then must click submit**. This will generate your form which you will be prompted at the bottom of your screen to open the form. That is when you print it out for the signatures and mail it to Toby’s Dream Foundation.

Volunteer fills out top portion **only** of the form. **Your signature must be notarized**. (All banks have notaries that can help you )

**DO NOT** fill out second portion of the form as this is for TDF to fill out and sign.

Send notarized form to TDF office for completion.

Volunteers are responsible for expense of background check. Payment can be by check payable to TDF for \$16.00 **OR** volunteer can list their own credit card information on the form and the state police will process when received.

### **Important!**

DO NOT fill out form below the top portion.

Make sure your signature is notarized before sending to TDF for processing.

Failure to follow these specific instructions will delay becoming a TDF volunteer.