

**CROSS STATE LINE PROCEDURES FOR
VOLUNTEER CRIMINAL RECORD CHECKS**

To address questions regarding volunteers across state-lines, please feel free to call the Volunteer Fingerprint Assistant in the State 4-H Office at (614) 292-6944.

MICHIGAN

- State Police phone number – (517) 322-1160
- Procedure – Must use FBI Card – **Form FD 258** – These may be obtained from the address below or can be obtained from the Volunteer Fingerprint Assistant. They will do ink-rolled fingerprints.
- There is a place on the card to state “Reason Fingerprinted.” The reason should be stated as National Child Protection. It takes 4-6 weeks to get the results.
- Cost: \$30.00
- Address: Michigan State Police
C. J. I. C.
7150 Harris Drive
Lansing, MI 48913

INDIANA

- State Police phone number – (317) 233-5424
- Procedure – Has no fingerprint check possibility. You must complete information sheet online. The web address is www.state.IN.us/ISP. You may call the above number and request **Form 8053** that is for criminal record history.
- Cost: \$7.00 This may be paid by money order or certified check.
- Address: Indiana State Police
Criminal Records Division
100 N. Senate Avenue
Indianapolis, IN 46204

KENTUCKY

- State Police phone number (502) 227-8700
- Procedure – Has no fingerprint check possibility. An information sheet must be completed and can be obtained by contacting the Kentucky State Police at the above number.

- Cost: \$10.00
- Address: Kentucky State Police
Records Branch
1250 Louisville Road
Frankfort, KY 40601

WEST VIRGINIA

- State Police phone number – (304) 746-2179
- Procedure – Has a fingerprint check. Must be completed on **DPS Form 39 A**. These forms can be obtained from the West Virginia State Police. Name, social security number, and signature of applicant are required. If there are two or more forms being submitted, there must be an alphabetized list enclosed.
- Cost: \$20.00
- Address: West Virginia State Police
725 Jefferson Road
S. Charleston, WV 25309

PENNSYLVANIA

- State Police phone number – (717) 783-5494
- Procedure – They have a criminal history check. There is a form that needs to be completed at their website, www.psp.state.pa.us. To get to the Criminal History Request Form, go to the home page and click on Documents, Brochures, & Forms. Next, click on Forms Available for Public. Then click on **Criminal History Request Form – SP 164**.
- Cost: \$10.00 Checks or money orders will be accepted.
- Address: Pennsylvania State Police Central Repository – 164
1800 Elemerton Avenue
Harrisburg, PA 17110