



## Fingerprinting/Criminal Background Check Required

Effective July 1, 2009 fingerprinting will be mandatory. Before submitting an application for a Virginia real estate license, each applicant must submit a set of fingerprints to the Virginia Central Criminal Records Exchange for the purpose of conducting a state and national fingerprint-based criminal history record.

### **NEW APPLICANTS**

You will be electronically fingerprinted at one of PSI Virginia sites, during regular testing hours (see the hours of operation on the following page). It is offered for walk-ins only, on a first come/first serve basis. The \$62.00 fee, may be made payable by money order, cashier's check, VISA or MasterCard. This payment includes the State processing fee of \$37.00, and the PSI processing fee of \$25.00.

Upon completion of PSI's electronic fingerprinting service, all data is forwarded to the Central Criminal Records Exchange, which conducts a statewide criminal history check. The Central Criminal Records Exchange also sends your fingerprint data to the Federal Bureau of Investigation (FBI), which conducts a national fingerprint-based criminal background check. **This is a time consuming process that takes between ten and twelve weeks.** The results of both your state and national data checks are sent directly to the Commonwealth of Virginia, Department of Professional and Occupational Regulation as soon as they are complete.

When you apply for a license with the Department of Professional and Occupational Regulation you must submit, with your application, the verification form provided by PSI that is proof that your fingerprints have been submitted for a background check.

**Please do not contact the Department of Professional and Occupational Regulation, the FBI or PSI during this process.**

PSI provides fingerprinting services for your convenience. It is your responsibility to determine if you need this service or if you do not.

All fingerprinting fees are **NON-REFUNDABLE** for any reason once the service has been provided.

## Finger Printing Instructions

PSI is offering Fingerprinting Services for the Commonwealth of Virginia, Department of Professional and Occupational Regulation. You may walk in during the designated times listed below. It will be on a first come, first serve basis. You cannot schedule an appointment.

The Fingerprinting Fee is \$62.00. *(This fee of \$62.00 must be paid with VISA, MasterCard, Money Order, or cashier's check ONLY. This fee includes the \$37.00 state processing fee and a \$25.00 PSI processing fee).*

Note: The Finger Print images will be transmitted electronically to the Virginia State Police and the Federal Bureau of Investigation (FBI). The results are returned directly to the Department of Professional and Occupational Regulation.

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Following are the PSI centers where you may get your Finger Print taken.

### **RICHMOND AREA**

Daniel Building  
3805 Cutshaw Ave., Suite 310  
Richmond VA 23230

Hours are Monday thru Saturday from 10am-3pm

*From I-64, exit Staples Mill Road and proceed East approximately 1 mile. Turn left on Broad Street and proceed approximately ¾ miles. Turn right on Kent Road. The Daniel Building is on the corner of Cutshaw Avenue. Use street parking.*

### **FALLS CHURCH LEESBURG PIKE**

MCILVAINE BUILDING  
6201 Leesburg Pike, Suite 404  
Falls Church, VA 22044

Hours are Monday thru Thursday, and Saturday from 10am-3pm

*From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot, then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.*

### **TYSONS CORNER AREA**

1651 Old Meadow Rd, Suite B01  
Mclean, VA 22102

Hours are Monday thru Wednesday, and Friday, Saturday from 10am-3pm

*From the Beltway take the Mclean Exit (Route 123 North). Turn right on Old Meadow Road (the first traffic light). The site is the first building on the left. Use the back entrance.*

### **PSI VIRGINIA BEACH**

Pembroke IV Building  
291 Independence Blvd, Suite 140  
Virginia Beach, VA 23462

Hours are Tuesday thru Saturday from 10am-3pm

*From I-264, merge onto S Independence Blvd/VA-225 N via Exit 17B toward Pembroke Area. Make a u-turn at Broad St onto Independence Blvd/VA-225 S. The site is near the Pembroke Mall.*

### **ROANOKE AREA**

Fralin and Waldron Office Park  
2847 Penn Forest Blvd, Building D, Suite 200  
Roanoke, Virginia 24018

Hours are Monday thru Saturday from 10am-3pm

*From 81 - take 220 Exit (Downtown Roanoke). From 220 take the Franklin Road Exit (not the Franklin Bus Exit). At the stop light make a right. Franklin Road will turn into Electric Road. Keep going straight until you come to Chaparral Dr and go left. You will see the Fralin & Waldron Bldg to your left. At the next stop light go left. If you are traveling from 220 take the first exit, Franklin Road. Follow directions above.*

### **CHARLOTTESVILLE**

2114 Angus Road, Suite #105-B  
Charlottesville, VA 22901

Hours are Tuesday, Thursday, and Saturday from 10am-1pm

*If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd. If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.*