

# STATE BUREAU OF IDENTIFICATION

## OBTAINING A CERTIFIED DELAWARE CRIMINAL HISTORY

For those interested in obtaining their certified Delaware criminal history you have three options.

### Sussex County

We provide fingerprinting services at Troop 4, in Georgetown, on the corner of Shortly Road and Route 113, across from Motor Vehicle.

#### Hours of operation are:

- Every other Wednesday, from Noon to 6:30 p.m.
- **by appointment only**
- Call (302) 739-2528 for information

### Kent County

We are located at 655 Bay Road, Dover, DE 19901.

The building is located in the Blue Hen Mall and Corporate Center. It is Suite 1B. The Dover location will be the only location available for all services every weekday for anyone requesting same day immediate service.

#### Hours of operation are:

- Mondays, 9:00 a.m. to 7:00 p.m.
- Tuesday through Friday, 9:00 a.m. to 3:00 p.m.
- **No appointments are necessary** as we are a walk in facility.
- Call 302-739-5871 for information and directions.

### New Castle County

The office is located in Troop 2, on Rt 40, in Bear, just west of the Fox Run Shopping Center, between Rt. 72, and Rt. 896.

#### Procedure to request services / making an appointment:

Please advise everyone that requires the services of **SBI / North** to utilize the following procedures:

1. Call and schedule an appointment utilizing one of the Appointment Help Line contact numbers listed below:  
**1-800-464-4357** or **302-739-2528**
2. Arrive at **SBI / North (Troop 2)** and report in with the receptionist **No Later Than** the time set by the appointment desk.
3. The results of the completed Background/Criminal History check will not be returned the same day, but will be forwarded to the recipient as soon as operationally possible.

#### Hours of operation are:

- Mon, Wed, Thurs, and Fri, 8:30 a.m. to 3:15 p.m., closed for lunch from 12 to 12:30.
- Tuesday, 11:30 a.m. to 6:15 p.m., closed for lunch from 4:00 to 4:30

Effective Tuesday, November 1, 2016, the fees for obtaining a criminal history background check, at the State Bureau of Identification, will be as follows:

- For a State of Delaware Background Check, the current fee is \$52.00.
- For both a State and Federal Background Check, the current fee is \$65.00 (Must be mandated by law)
- **Volunteer Background Check will be \$18.00**

You may use cash, credit or debit cards, bank checks, money orders, or company checks made out to Delaware State Police. We do not accept personal checks.

A Criminal History Background Check is obtained through fingerprints. You will need to bring a photo Identification. A Driver's License, School ID, or State ID would be sufficient. It is not required to be a Delaware License. You do not need to bring a social security card or a birth certificate.

If you need further information please call 302-739-5871.