**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. Juvenile’s 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 $52.50.   
The fee for a State and Federal Criminal Background Check (must be mandated by law) is $69.00.

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.

**Locations to obtain a criminal background check.**

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| **New Castle County** Delaware State Police  Troop 2 100 Lagrange Ave. Newark (302)739-2528 **(by appointment only)**  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.  **The hours of operation are:**   * Mon, Wed, Thurs, and Fri, 8:30 a.m. to 3:15 p.m. * Tuesday, 11:30 a.m. to 6:15 p.m. * To schedule an appointment call 302-739-2528 | **Kent County** Delaware State Police Headquarters 1407 N. Dupont Hwy. Dover  (302) 739-2528  **(no appointment needed)**  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:**   * Mondays, 8:30 a.m. to 6:30 p.m. * Tuesday through Friday, 8:30 a.m. to 3:30 p.m. * Call 302-739-5871 for more information | **Sussex County** Delaware State Police Troop 4 23652 Shortley Road Georgetown (302) 739-2528  **(by appointment only)**  The office is in 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. – 3:30 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.

**Out Of State Residents** - (mail in request for certified criminal history)  
  
You may be printed 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 printing.

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