

Instructions for completing the SP-236 (Sex Offender Registry Form)

The front page of the SP-236 outlines general instructions and requirements for an individual who must register with the Virginia State Police Sex Offender Registry. This is helpful to read and explains all the requirements mandated by the Code of Virginia. **All blocks must have an entry. In any case where there is no entry, write the word "None" or check the appropriate box.**

*** These fields are mandatory for Offender identification and acknowledgement of registration requirements.**

1. Must be checked reflecting the reason for submission of the SP-236.
2. If the offender is a non-resident, check the appropriate block for the reason for submission.
3. *Submitting agency's name.
4. *Submitting official's PRINTED name and BADGE/CODE number.
5. In custody with the Department of Corrections or a local jail? -Answer correctly.
6. The physical address of the Department of Corrections facility or local jail if incarcerated.
7. Once released or transferred from DOC or a jail, select appropriate block and complete physical/mailling address
8. *The offender's name and physical descriptors. Please ensure each block is filled out completely. Any alias names or nicknames should be listed.
9. The subject's signature after they have been fingerprinted. Make sure the offender signs the form in this location. Another signature is also required on the Disclosure Sheet (page 3). This is a critical issue for any future prosecutions that may result from a failure to register.
10. VASID and FBI number (UCN) are optional if they are not readily available.
11. *Time and Date submitted. Write in the time and date the form is completed.
12. The offender's physical address as shown on their proof of residence paperwork. If "Homeless" record designated location where offender can be habitually located. Cannot use post office box as physical home address.
13. List the jurisdiction of the physical address (city or town) not the jurisdiction code.
14. The offender's mailing address. If it is the same as the physical address, write "Same as physical address".
15. Employment information
 - a. Check full-time, part-time, or volunteer.
 - b. If the offender is unemployed check the "not employed" box; if retired check the "not employed" box; if self-employed write in "self-employed" and a description of job i.e. "self-employed" - Handyman; and if disabled check the "not employed" box. For those that are self-employed, their business address will be listed. If they work out of their home, their home's physical address will be listed.
 - c. If the offender has another employer, use the additional location.
 - d. If there is no additional employer annotate "None" in the second section.
16. If an offender is attending school, list the school's name and address.
17. ***Fingerprints - a full set of fingerprints is required on all initial registrants.**

PLEASE NOTE: Palm prints MUST be submitted as required by Virginia Code §9.1-903 on all offenders. They shall be submitted on the FBI palm print card FD-884.

The following instructions are for the back of the fingerprint card.

1. Record motor vehicle information for motor vehicles that the offender owns (mopeds are not required to be registered).
2. Record watercraft information for watercraft that the offender owns.
3. Record aircraft information for aircraft that the offender owns.
4. List the electronic mail address, instant message, chat or internet communications name or other internet identity information that the offender uses or intends to use. If the offender's e-mail address is 1234abc@domain.com, then enter 1234abc in the user name and @domain.com in the domain name. If the offender is known as user 1234abc on "webserver" then list 1234abc in user name and @webserver in the domain name and include .com; .net; etc.
5. A new photograph is required on every new registration and every two years thereafter. The photograph must be in color, clear, and not blurry. The offender must be facing the camera, and the photograph should clearly show the registrant's face and shoulders only. The offender should not be wearing any headgear, and the eyes should be open and directed at the camera. The background of the photograph shall be free from clutter or any other items and taken against a neutrally colored wall in the office. List the date the photograph was recorded, offender's name, DOB, and SOR number on the photo. Where practical, the local law-enforcement agency may **electronically transfer** a digital photograph containing the **required** information to the Sex Offender and Crimes Against Minors Registry within the State Police.
Email photos to: **sor.pics@vsp.virginia.gov** **ONE photo per email**
6. Criminal Convictions - Self Explanatory.
7. Adjudications of Not Guilty By Reason of Insanity -Self Explanatory.

The following instructions are for the Disclosure Statement (page 3).

*** THIS PART IS CRITICAL.** The offender must sign on the appropriate line. If this is the offender's initial registration, they must sign in the initial registration block. If you do not know if the subject is a Tier III offender, Murder offender, a Tier II or I offender, the classification can be determined from the registration criteria on the back of the SP-236 or by contacting the Registry. **After the offender has signed the disclosure statement, go back to the fingerprint card and ensure the offender has signed item #9.**

Upon the completion of the form give the offender their copy, keep the submitting agency copy and forward the fingerprint card, two palm print cards (one right and one left), copy of government issued identification, and the Disclosure Statement (page 3) to the Virginia State Police Sex Offender Registry on the same date as the completion of the form. This is important to ensure timely update on the internet and for address verifications.

Mail forms to: **Virginia State Police**
ATTN: SOR
P.O. Box 27472
Richmond, VA 23261-7472

MAIL STATE POLICE COPY TO
CENTRAL CRIMINAL RECORDS
EXCHANGE
ATTN: SEX OFFENDER REGISTRY
PO BOX 27472
RICHMOND VA 23261-7472

VIRGINIA DEPARTMENT OF STATE POLICE
INSTRUCTIONS FOR REGISTERING AN INDIVIDUAL IN THE
SEX OFFENDER & CRIMES AGAINST MINORS REGISTRY

Distribution:
Page 1 Instructions
Page 2 Fingerprint Card
Page 3 VSP Copy
Page 4 Submitting Agency's Copy
Page 5 Offender's Copy

The following instructions set forth responsibilities of criminal justice officials to register convicted offenders in the Sex Offender & Crimes Against Minors Registry. Registration requires the fingerprints, palm prints, and photograph be forwarded to the Department of State Police pursuant to § 9.1-903. Registration is required for individuals who were (i) convicted on or after July 1, 1994, of any offense(s) listed in § 9.1-902, (ii) serving a sentence of confinement on or after July 1, 1994, for any offense(s) listed in § 9.1-902, (iii) under community supervision on July 1, 1994, for any offense(s) listed in § 9.1-902, (iv) any juvenile convicted in circuit court of any offense(s) listed in § 9.1-902, (v) every juvenile adjudicated delinquent for any offense(s) listed in § 9.1-902 C if ordered to register by the court.

A. Offenses reportable to the Sex Offender and Crimes Against Minors Registry as a result of conviction or by those found Not Guilty By Reason of Insanity are listed on the back of this entire form.

B. Proof of Identification and Residence

A law enforcement official is responsible for reviewing proof of identification/residency and/or employment or school attendance produced by the offender PRIOR to registration. Acceptable proof is governmental issued photo identification from an agency of the Commonwealth, which contains the offender's complete name, gender, date of birth and physical address. To document employment or school attendance in Virginia for nonresidents, the offender shall present proof of enrollment as a full-time student or suitable proof of a temporary employment in the Commonwealth and a governmental issued photo identification issued by the offender's state of residence. When registering offenders that have moved to or established employment in Virginia, the local law-enforcement agency shall forthwith forward to the State Police a copy of the identification presented by the person required to register. As outlined in § 9.1-903, a copy of the identification is required to be sent with this registration form.

C. Clerk of Court and Law Enforcement Agency

Upon Conviction

Section 9.1-903 of the Code of Virginia requires every person convicted on or after July 1, 1994, including juveniles convicted in circuit court pursuant to § 16.1-269, whether sentenced as an adult or juvenile, of an offense set forth in § 9.1-902, shall register and every juvenile found delinquent of an offense and ordered to register by the court pursuant to the Code of Virginia must register. The court shall order the person to provide to the local law enforcement agency of the county or city where they physically reside all information required by the State Police for inclusion in the Registry. The court shall immediately remand the person to the custody of the local law enforcement agency for the purpose of requiring the person to complete a Sex Offender and Crimes Against Minors Registration form (SP-236), to include one set of fingerprints, palm prints, place of employment information, vehicle registration information for all vehicles owned by the registrant, electronic mail address information, any instant message, chat or other internet communication name or identity information that the person uses or intends to use, proof of residency and a photograph of a type and kind specified by the State Police for inclusion in the Registry. The local law enforcement agency shall obtain from the person who presents themselves for registration a sample of their blood, saliva or tissue taken for DNA to determine identification characteristics specific to the person. If a sample has been previously taken from the person, as indicated by the Local Inmate Data System (LIDS), no additional sample shall be taken. Upon conviction, the local law enforcement agency shall forthwith forward to the State Police all the necessary registration information.

Electronic and In Person Email information, Instant Message, Chat or Other Internet Communication Name

The Code of Virginia requires that any person required to register shall re-register either in person or electronically with the local law-enforcement agency where their residence is located within 30 minutes following any change of the electronic mail address information, any instant message, chat or other internet communication name or identity information that the person uses or intends to use, whether within or outside the Commonwealth. Recommend updating information by emailing: offender name, SOR number and information changed to: Sor.Electronic@vsp.virginia.gov

Change in the Offender's Name, Address, Employment, or Vehicle/Watercraft/Aircraft Registration

Any person required to register shall also re-register in person with the local law-enforcement agency where they physically reside following any change of the offender's name, any former name if they have lawfully changed their name during the period for which they are required to register, or any change of residence, or any change of employment or any change of the offender's owned vehicle registration information within three days by completing an SP-236 Sex Offender and Crimes Against Minors Registration form. If the offender is moving outside of Virginia, the offender has to report to their local law enforcement agency where they physically reside within 10 days prior to their move.

D. Virginia Department of Corrections, Jail, and Juvenile Justice Detention Facility

The Code of Virginia requires the sheriff, jail superintendent or an official of the Department of Corrections, Department of Juvenile Justice and Juvenile Detention Facility to give notice to a prisoner for whom registration is required, at the time of intake, prior to the day of the offender's release or discharge from commitment, of their duty to register and re-register and to submit to registration. **The registration must be completed at the time of intake and on the date of release or discharge** to include registration information, one set of fingerprints, palm prints; provide information regarding place of employment, motor vehicle registration information for all vehicles owned by the registrant, watercraft registration information for all watercraft owned by the registrant, aircraft registration information for all aircraft owned by the registrant, electronic email address information, any instant message, chat or other internet communication name or identifying information that the person uses or intends to use, proof of residency and a photograph of a type and kind specified by the State Police for inclusion in the Registry; advise the person of their duties regarding re-registration; and forward the SP-236 to the Department of State Police. Persons confined in a federal, state, or local correctional facility or civilly committed pursuant to Chapter 9 (Section 37.2-900 et seq.) of Title 37.2 shall notify the Registry within three days following any change of name. The registration information shall be forthwith forwarded to the Department of State Police on the date of the prisoner's intake, prisoner's release or discharge from community supervision. Section 9.1-908 of the Code of Virginia provides for a period of confinement to toll the registration period for offenders, and the duty to register shall be extended upon the individual's release from custody. The submission of a re-registration with the inmate's thumbprints and recording the date they were received into Corrections and that the individual is a new prisoner will toll the re-registration period. Inmates convicted of a crime(s) listed in A. 1 (Tier III and Murder) have a duty to re-register for life.

New Prisoner Received: When completing this form, it is imperative jails and the Department of Corrections (DOC) follow the listed instructions to maintain the Sex Offender and Crimes Against Minors Registry in a current status: (1) record any convictions for crimes listed in Item A regardless of date of conviction, or the state, county, or political subdivision in which the conviction occurred, (2) **when an offender enters the correctional facility or jail - record the physical and mailing address for the facility, not the offender's address.**

Prior to Release/Discharge: To ensure registration is accurately completed, please (1) follow instructions in Item D, (2) record a physical address for the offender's residence (P. O. Box and Rural Routes are not acceptable as physical residences), (3) record inmate's place of employment or note unemployed if not currently employed, (4) record any motor vehicle registration information for all vehicles owned by the offender, (5) record any watercraft registration information for all watercraft(s) owned by the offender, (6) record any aircraft registration information for all aircraft(s) owned by the offender, (7) provide offender's electronic mail address information, instant message, chat or other internet communication name or identity information that the person uses or intends to use.

E. Registration for Change of Address and/or Change of Employment- Law Enforcement Agency

Within Virginia - When an individual changes residence and/or employment within the Commonwealth, they are required to report to the local law enforcement agency in the new place of residence, in person, where their new residence is located within three days following the change of residence and/or change of employment for the purpose of processing a registration which includes the new physical address of residence, place of employment, fingerprints, and a photograph.

Outside Virginia - Individuals who move their address of residence outside the Commonwealth to another state are required to register in person with the local law enforcement agency where they previously registered within ten days PRIOR to establishing the new residence for the purpose of processing a registration, which includes the new physical address of residence OUTSIDE the state of Virginia.

Into Virginia - Individuals who move into the Commonwealth or established employment within the Commonwealth and have been convicted of violations under the laws of the United States or any other state, which are SIMILAR to those listed in Item A, are required to register within three days of establishing residence or employment in Virginia. The individual must report to the local law enforcement agency where they will physically reside for the purpose of processing a registration, which includes the new physical address, place of employment, fingerprints, and a photograph. The local law-enforcement agency shall forthwith forward to the State Police a copy of the identification presented by the person required to register.

F. Community Supervision

Ensure probationer/parolee's offender registration is current and accurately maintained in the Central Criminal Records Exchange by conducting a QH transaction through the Virginia Criminal Information Network (VCIN). If a probation or parole officer becomes aware the offender has a change of address, name, employment, owned or operated vehicle registration information, or a change of the electronic mail address information, any instant message, chat or other internet communication name or identity information for any of their probationers or parolees required to register, the probation or parole officer shall notify the State Police forthwith upon learning of the change. In addition, the probation or parole officer should instruct the offender to report to their local law enforcement agency where the offender resides to complete a registration form for any of the above changes (Please Refer to Section E).

G. Non-Residents of the Commonwealth of Virginia

Section 9.1-905 requires non-residents entering the Commonwealth for an extended visit, for employment, to perform a vocation or as a student attending school who are required to register in the state of residence or would be required to register if they were a resident of the Commonwealth within three days of entering the Commonwealth for an extended visit, accepting employment or enrolling in school be required to register. Section 9.1-906 requires persons to register or reregister who are enrolled in or employed at institutions of higher learning shall indicate on their registration and reregistration form the name and location of the institution attended by or employing the registrant whether such institution is within or without the Commonwealth. In addition, persons required to register, or reregister shall notify the local law-enforcement agency in person within three days of any change in their enrollment or employment status with an institution of higher learning. Employment and/or a vocation include employment that is full, part-time, or volunteer exceeds fourteen days or for an aggregate period of time exceeding thirty days during a calendar year. Registration is required whether financially compensated, volunteering, or for government/educational benefit. A "student" is defined as an individual enrolled on a full or part-time basis in any public, private educational institution, including secondary school, trade or professional institution or institution of higher education. In addition, persons that are required to register and re-register shall notify the local law-enforcement agency in person within three days of any change in their enrollment or employment status. Extended visit is defined as thirty days or more.

H. International Travel

A registrant is required to inform their residence jurisdiction of any intended travel outside of the U.S. at least 21 days prior to that travel. Information you need to provide is found at:

www.smart.gov/international_travel.htm

When submitting the completed travel form, CC Registry: sor@vsp.virginia.gov

Once you provide the information to your appropriate law enforcement official, state trooper, compliance officer, or probation/parole officer, it will be transmitted to the United States Marshals Service.

QUESTIONS REGARDING INSTRUCTIONS OR THE SEX OFFENDER REGISTRY MAY BE DIRECTED TO THE SEX OFFENDER REGISTRY AT (804) 674-2467.

RECORD COMPLETE
CONVICTION DATA AND AFFIX
REGISTRANT'S PHOTOGRAPH
ON THE REVERSE SIDE OF
THIS DOCUMENT

REGISTRATION ID _____

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF STATE POLICE
SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRATION FORM

Distribution:
Page 1 Instructions
Page 2 Fingerprint Card
Page 3 VSP Copy
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Page 5 Offender's Copy

Please Check the Appropriate Block

- ☐ Initial Registration -
- ☐ Change of Address -
- ☐ Change of Employment -
- ☐ New Photo -
- ☐ Change in ISP/Email/IM/Chat Name -
- ☐ DNA Sample Submitted -
- ☐ Change of Name -
- ☐ Change in Vehicle/Watercraft/Aircraft –
- ☐ Change in School Enrollment -
- ☐ Re-Registration -
- ☐ Palm Prints Submitted -
- ☐ Add New Convictions (SOR USE ONLY- PROBATION
- ☐ YES
- ☐ NO)

If the offender is a non-resident, provide the purpose of registration

- ☐ Offender lives out of state, but is employed in Virginia -
- ☐ Offender lives out of state, but is attending school in Virginia
- ☐ Offender is visiting Virginia for 30 days or more.

SUBMITTING AGENCY NAME			OFFICIAL'S NAME (Printed)	Badge/Code
*			*	
DEPT. CORRECTIONS OR JAIL CUSTODY	ADDRESS OF CORRECTIONAL FACILITY OR JAIL FOR OFFENDERS RECEIVED	DEPT. CORRECTIONS OR JAIL CUSTODY	*RELEASED/TRANSFERRED COMPLETE BOTH PHYSICAL AND MAILING ADDRESS INFORMATION	
☐ RECEIVED		☐ RELEASED TO PUBLIC ☐ TRANSFER TO DOC/JAIL	*OFFICIAL'S SIGNATURE	

OFFENDER INFORMATION

LAST NAME	MAIDEN	FIRST	MIDDLE	SEX	RACE	HT	WT	HAIR	EYES
*		*							
ALIASES USED		SSN	MM D O B		DD	YYYY			
SIGNATURE OF PERSON REGISTERING		SID NUMBER	FBI NUMBER / UCN	TIME COMPLETED	DATE SUBMITTED				
I CERTIFY THAT ALL INFORMATION ON THIS FORM IS ACCURATE				*	*				

COMPLETE PHYSICAL AND MAILING ADDRESS INFORMATION MUST BE PROVIDED IN BOTH ADDRESS FIELDS:

If incarcerated please use correctional facility or jail address – record both physical and mailing, ‘not’ the offenders address.

OFFENDER'S PHYSICAL HOME STREET ADDRESS	CITY / TOWN	STATE	ZIP CODE	COUNTY

☐ OFFENDER'S MAILING ADDRESS & PHYSICAL ARE SAME

OFFENDER'S MAILING ADDRESS	CITY / TOWN	STATE	ZIP CODE

EMPLOYMENT INFORMATION: ☐ ADD ☐ DELETE ☐ NO CHANGE ☐ NOT EMPLOYED (Remove all Employment)

☐ Full-time	EMPLOYER'S NAME:				
☐ Part-time	EMPLOYER'S PHYSICAL ADDRESS:				
☐ Volunteer	CITY:	STATE:	ZIP CODE:		

EMPLOYMENT INFORMATION: ☐ ADD ☐ DELETE ☐ NO CHANGE ☐ NOT EMPLOYED (Remove all Employment)

☐ Full-time	EMPLOYER'S NAME:				
☐ Part-time	EMPLOYER'S PHYSICAL ADDRESS:				
☐ Volunteer	CITY:	STATE:	ZIP CODE:		

EDUCATIONAL INSTITUTION INFORMATION: (School currently attending only)

☐ ADD ☐ DELETE ☐ NO CHANGE ☐ NOT ENROLLED ☐ ONLINE

SCHOOL'S NAME:				
PHYSICAL ADDRESS:				
CITY:	STATE:	ZIP CODE:		

1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE
		*	*	
		L. THUMB	R. THUMB	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

ADDITIONAL OFFENDER INFORMATION:
 MOTOR VEHICLE INFORMATION FOR VEHICLES OWNED BY THE OFFENDER:
☐ ADD ☐ DELETE ☐ NO CHANGE ☐ NO VEHICLES <-(Remove all current vehicles)

Year	Make	Model (Specific)	Type	License Plate Number/Tag	State
Color	VIN #	Expiration Date: >		Month	Day Year

☐ ADD ☐ DELETE ☐ NO CHANGE ☐ NO ADDITIONAL VEHICLES

Year	Make	Model (Specific)	Type	License Plate Number/Tag	State
Color	VIN #	Expiration Date: >		Month	Day Year

☐ ADD ☐ DELETE ☐ NO CHANGE ☐ NO ADDITIONAL VEHICLES

Year	Make	Model (Specific)	Type	License Plate Number/Tag	State
Color	VIN #	Expiration Date: >		Month	Day Year

☐ ADD ☐ DELETE ☐ NO CHANGE ☐ NO ADDITIONAL VEHICLES

Year	Make	Model (Specific)	Type	License Plate Number/Tag	State
Color	VIN #	Expiration Date: >		Month	Day Year

 WATERCRAFT INFORMATION FOR WATERCRAFT OWNED BY THE OFFENDER:
☐ ADD ☐ DELETE ☐ NO CHANGE ☐ NO WATERCRAFT<-(Remove all current watercraft)

Year	Make	Model (Specific)	Serial Number	Registration Number

 AIRCRAFT INFORMATION FOR AIRCRAFT OWNED BY THE OFFENDER:
☐ ADD ☐ DELETE ☐ NO CHANGE ☐ NO AIRCRAFT<-(Remove all current aircraft)

Year	Manufacturer	Model (Specific)	Serial Number	Registration Number

ELECTRONIC MAIL ADDRESS, INSTANT MESSAGE, CHAT OR INTERNET COMMUNICATION NAME OR OTHER INTERNET
 IDENTITY INFORMATION THAT OFFENDER USES OR INTENDS TO USE: Recommend sending to SOR.Electronic@vsp.virginia.gov
☐ NO CHANGE ☐ NO EMAILS / CHAT<-(Remove ALL current emails/chats)

☐ ADD~ ☐ DELETE	☐ ADD~ ☐ DELETE
☐ ADD~ ☐ DELETE	☐ ADD~ ☐ DELETE
☐ ADD~ ☐ DELETE	☐ ADD~ ☐ DELETE
☐ ADD~ ☐ DELETE	☐ ADD~ ☐ DELETE
☐ ADD~ ☐ DELETE	☐ ADD~ ☐ DELETE

AFFIX PHOTO HERE

NO SMALLER THAN
 2” X 4”
 OR
 NO LARGER THAN
 4” X 5”

***Recommended Photo be Emailed to the SOR at:
sor.pics@vsp.virginia.gov
 Include offender's full name, SOR #, DOB and the date the photograph was taken. **ONE** photo per email.

☐ Photo on File (Current) Date Photograph Taken_____

☐ NO CHANGE LIST CONVICTION(S) INFORMATION

DATE CONVICTED	STATE CONVICTED	CONVICTED OF	CODE SECTION	SENTENCING COURT	RECORD AGE OF VICTIM (MINOR OR ADULT)

☐ NO CHANGE LIST NOT GUILTY BY REASON OF INSANITY ADJUDICATIONS
 RECORD IF A PERSON HAS BEEN FOUND NOT GUILTY BY REASON OF INSANITY FOR ONE OF THE OFFENSES DEFINED IN §9.1-902.

DATE ADJUDICATED	STATE ADJUDICATED	ORIGINAL CHARGES	CODE SECTION	COURT OF ADJUDICATION	RECORD AGE OF VICTIM (MINOR OR ADULT)

RECORD COMPLETE
CONVICTION DATA AND AFFIX
REGISTRANT'S PHOTOGRAPH
ON THE REVERSE SIDE OF
THIS DOCUMENT

REGISTRATION ID _____

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF STATE POLICE
SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRATION FORM

Distribution:
Page 1 Instructions
Page 2 Fingerprint Card
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Page 5 Offender's Copy

Please Check the Appropriate Block

- ☐ Initial Registration - ☐ Change of Address - ☐ Change of Employment - ☐ New Photo - ☐ Change in ISP/Email/IM/Chat Name -
☐ DNA Sample Submitted - ☐ Change of Name - ☐ Change in Vehicle/Watercraft/Aircraft – ☐ Change in School Enrollment -
☐ Re-Registration - ☐ Palm Prints Submitted - ☐ Add New Convictions (SOR USE ONLY- PROBATION ☐ YES ☐ NO)

If the offender is a non-resident, provide the purpose of registration

- ☐ Offender lives out of state, but is employed in Virginia - ☐ Offender lives out of state, but is attending school in Virginia
☐ Offender is visiting Virginia for 30 days or more.

SUBMITTING AGENCY NAME			OFFICIAL'S NAME (Printed)	Badge/Code
*			*	
DEPT. CORRECTIONS OR JAIL CUSTODY	ADDRESS OF CORRECTIONAL FACILITY OR JAIL FOR OFFENDERS RECEIVED	DEPT. CORRECTIONS OR JAIL CUSTODY	* <u>RELEASED/TRANSFERRED</u> COMPLETE BOTH PHYSICAL AND MAILING ADDRESS INFORMATION	
☐ RECEIVED		☐ RELEASED TO PUBLIC ☐ TRANSFER TO DOC/JAIL	* <u>OFFICIAL'S SIGNATURE</u>	

OFFENDER INFORMATION

LAST NAME	MAIDEN	FIRST	MIDDLE	SEX	RACE	HT	WT	HAIR	EYES
*		*							
ALIASES USED		SSN	MM		DD	YYYY			
			D O B						
SIGNATURE OF PERSON REGISTERING		SID NUMBER	FBI NUMBER / UCN		TIME COMPLETED	DATE SUBMITTED			
I CERTIFY THAT ALL INFORMATION ON THIS FORM IS ACCURATE					*	*			

COMPLETE PHYSICAL AND MAILING ADDRESS INFORMATION MUST BE PROVIDED IN BOTH ADDRESS FIELDS:

OFFENDER'S <u>PHYSICAL</u> HOME STREET ADDRESS	CITY / TOWN	STATE	ZIP CODE	COUNTY

☐ OFFENDER'S MAILING ADDRESS & PHYSICAL ARE SAME

OFFENDER'S <u>MAILING</u> ADDRESS	CITY / TOWN	STATE	ZIP CODE

VIRGINIA DEPARTMENT OF STATE POLICE
Disclosure of My Duty to Re-Register in
Sex Offender & Crimes Against Minors Registry

Check the appropriate box(es) and sign registration to certify you have READ or HAD this “Disclosure” READ to you and fully understand the requirements.

In accordance with § 9.1-903 and § 9.1-906 of the *Code*, whether classified as a Tier III offender, Murder offender, Tier II or Tier I offender or combination thereof, I hereby certify I have read or have had read to me, understand, and received this notice of my responsibility to re-register with the Department of State Police in the following instances: (1) within **three days** of receiving a conviction(s) requiring registration, (2) within **three days** of receiving a suspended sentence(s) for a conviction of a charge listed on the reverse side of this disclosure, (3) within **three days** of a change of residence whether within Virginia and within **ten days** prior to a move to outside the State of Virginia, (4) within **three days** of a change of employment whether within or the outside of the State of Virginia, (5) within **three days** from my release from a correctional facility (adult or juvenile) or community supervision, (6) within **three days** if I change my name, (7) within **thirty minutes** if I change my electronic mail address information, my instant message, chat or other Internet communication name or identity information that I use or intend to use, (8) within **three days** of a change in vehicle, watercraft, or aircraft information for any and all that I own, or (9) within **three days** of a change in school enrollment.

☐ **Tier III Offender or Murder Offender Signature:** _____ Unless granted Court Ordered Relief as outlined in § 9.1-909 of the *Code of Virginia*, my signature on the fingerprint registration card certifies that I fully understand a re-registration form will be mailed to me from the State Police to verify my physical and mailing address of residence every 3 months based on my birth month and first letter of my last name. If my last name starts with A-L my letter will be due the 1st through the 15th; and if my last name starts M-Z my letter will be due the 16th through the last day of month, for life to confirm my physical and mailing address, my electronic mail address information, any instant message, chat or other Internet communication name or identity information that I use or intend to use. If granted Court Ordered Relief as outlined in § 9.1-909, I understand a re-registration form will be mailed to me from the State Police to verify my physical and mailing address of residence each year. If convicted of § 18.2-472.1, I will be responsible to re-register with the State Police every month for life. Immediately upon receipt of this form, I am responsible for providing my thumbprints on the address verification form. The completed verification form must be mailed **by due date** to the Department of State Police to fulfill my obligation to re-register as a Tier III offender or murder offender. I am aware that I must update any registration information as appropriate. By virtue of my review and receipt of this disclosure, I further understand **if I fail to re-register or knowingly provide materially false information to the Sex Offender and Crimes Against Minors Registry, I can be convicted in the court of law pursuant to § 18.2-472.1.** Pursuant to Section 9.1-904, I hereby consent to authorize any business or organization that offers electronic communications or remote computer services to provide to the Department of State Police any subscriber information pertaining to my electronic identity information provided to the Registry. I acknowledge I am aware of the Proximity to Children laws §18.2-370.2; §18.2-370.3; §18.2-370.4 and §18.2-370.5 as it applies to Virginia and Out of State registerable convictions. Pursuant to the federal Sex Offender Registration and Notification Act, a registrant is required to provide their residence jurisdiction with travel document information including passport, immigration visa numbers, and if and when you travel or relocate out of state or country. You must also update the Department of State Police with a travel itinerary of any intended travel outside of the U.S. at **least 21 days** prior to that travel. **Failure to do so may result in federal prosecution.** Reporting travel does not authorize entry into your destination country; contact the local embassy of your destination country prior to your departure to determine whether entry will be authorized upon your arrival. Information you need to provide is found at: www.smart.gov/international_travel.htm Nonresidents of The Commonwealth of Virginia are required to fulfill their obligation to the law as it applies to residents of Virginia. I acknowledge that I am required to notify the Department of State Police at least 21 days in advance of any travel or relocation out of the country, and provide the information described above. **It is my responsibility to re-register by due date, whether by mail or in person.**

☐ **Tier II and I Offender Signature:** _____ My signature on the fingerprint registration card certifies that I fully understand my responsibilities as an offender. I have a duty to comply with registration requirements until my duty to register and re-register is terminated by a court order as set forth in § [9.1-910](#). The only exception is that that any person who has been convicted of (i) murder or (iii) marital sexual assault former § [18.2-67.2:1](#) shall have a continuing duty to reregister for life. A petition may be filed for removal from the registry in accordance with § 9.1-910 of the *Code of Virginia*. Any period of confinement in a federal, state or local correctional facility, hospital or any other institution or facility during the otherwise applicable registration period shall toll the registration period and the duty to re-register shall be extended. Persons confined in a federal, state, or local correctional facility shall not be required to re-register until released from custody. I am aware that I must update my registration information as appropriate. By virtue of my review and receipt of this Disclosure, I further understand **if I fail to re-register or knowingly provide materially false information to the Sex Offender and Crimes Against Minors Registry, I can be convicted in the court of law pursuant to § 18.2-472.1.** Pursuant to § 9.1-904, I hereby consent to authorize any business or organization that offers electronic communications or remote computer services to provide to the Department of State Police any subscriber information pertaining to my electronic identity information provided to the Registry. If my last name starts with A-L my letter will be due the 1st through the 15th; and if my last name starts M-Z my letter will be due the 16th through the last day of month life to confirm my physical and mailing address, my electronic mail address information, any instant message, chat or other Internet communication name or identity information that I use or intend to use. Pursuant to the federal Sex Offender Registration and Notification Act, a registrant is required to provide their residence jurisdiction with travel document information including passport, immigration visa numbers, and if and when you travel or relocate out of state or country. You must also update the Department of State Police with a travel itinerary of any intended travel outside of the U.S. at **least 21 days** prior to that travel. **Failure to do so may result in federal prosecution.** Reporting travel does not authorize entry into your destination country; contact the local embassy of your destination country prior to your departure to determine whether entry will be authorized upon your arrival. Information you need to provide is found at: www.smart.gov/international_travel.htm Nonresidents of The Commonwealth of Virginia are required to fulfill their obligation to the law as it applies to residents of Virginia. I acknowledge that I am required to notify the Department of State Police at least 21 days in advance of any travel or relocation out of the country, and provide the information described above. **It is my responsibility to re-register by due date, whether by mail or in person.**

☐ **Initial Registration for In State/Out of State/Out of Country Offender Signature:** _____ My signature on the fingerprint registration card certifies that I was convicted of an offense that may be similar to one of the offenses outlined in § 9.1-902, *Code of Virginia* and/or I was convicted of an offense that requires me to be placed on the Sex Offender and Crimes Against Minors Registry in the jurisdiction of my conviction. Upon receipt of my initial registration, I fully understand that my registration will be reviewed to determine if I am required to register and the classification level associated with my registration. I acknowledge I am aware of the Proximity to Children law §18.2-370.5 as it applies to Out of State registerable convictions if classified as a Tier III. I further understand **if I fail to re-register or knowingly provide materially false information to the Sex Offender and Crimes Against Minors Registry, I can be convicted in the court of law pursuant to § 18.2-472.1.** Pursuant to the federal Sex Offender Registration and Notification Act, a registrant is required to provide their residence jurisdiction with travel document information including passport, immigration visa numbers, and if and when you travel or relocate out of state or country. You must also update the Department of State Police with a travel itinerary of any intended travel outside of the U.S. at **least 21 days** prior to that travel. **Failure to do so may result in federal prosecution.** Reporting travel does not authorize entry into your destination country; contact the local embassy of your destination country prior to your departure to determine whether entry will be authorized upon your arrival. Information you need to provide is found at: www.smart.gov/international_travel.htm Nonresidents of The Commonwealth of Virginia are required to fulfill their obligation to the law as it applies to residents of Virginia. I acknowledge that I am required to notify the Department of State Police at least 21 days in advance of any travel or relocation out of the country, and provide the information described above.

July 1, 2016

A. Convictions Reportable to the Sex Offender & Crimes Against Minors Registry include, (i) a Violation, (ii) an Attempted Violation, (iii) a Conspiracy to Violate, or (iv) a Person that is found Not Guilty By Reason of Insanity on or after July 1, 2007, of the following offenses as defined in § 9.1-902 of the Code of Virginia:

1. “Tier III” means:

Charge

Section

Abduction for Immoral Purpose

Former18.1-38

Rape

Former18.1-39 (2)(3)

Former18.2-61

Former18.1-44

Carnal Knowledge of Minor (Victim ages 13-14) where perpetrator is more than five years older than victim18.2-63

Forcible Sodomy18.2-67.1

Object Sexual Penetration18.2-67.2

Aggravated Sexual Battery18.2-67.3

Sexual Contact (Victim under 13)Former18.1-215

Sexual Battery where the perpetrator is 18 years of age or older and the victim is under the age of 618.2-67.4

Attempted Rape, Forcible Sodomy, Object Sexual Penetration, Aggravated Sexual Battery18.2.67.5 (A)(B)

Taking Indecent Liberties with Minor18.2-370

Former18.1-213 (1)(2)(4)

Former18.1-214

Taking Indecent Liberties with Minor by Person in Custodial or Supervisory Relationship18.2-370.1

Production, Publication, Sale, Financing, etc. of Child Pornography18.2-374.1

OR

Any Person Convicted under Chapter 117 (18 U.S.C. § 2421 et seq.) of Title 18 of the United States Code

Any Person Convicted for Sex Trafficking (Title 18, U.S.C. § 1591)

OR

A SECOND or subsequent conviction, where the individual was at liberty between such convictions, of the following:

Carnal Knowledge of Minor (Victim Ages 13-14)

18.2-63

Carnal Knowledge of Minor (Victim 15 or Older) Supervisory Relationship

18.2-64.1

Marital Sexual Assault (Repealed 2005)

18.2-67.2:1

Enter Dwelling House with Intent to Commit Rape

18.2-90

OR

A SECOND or subsequent conviction, where the individual was at liberty between such convictions, and where the victim is a minor or is physically helpless or mentally incapacitated as defined in § 18.2-67.10, a violation or attempted violation of:

Abduction

18.2-47(A)

Abduction with the intent to extort money or pecuniary benefit

18.2-48 (i)

Sexual Battery

18.2-67.4

Attempted Sexual Battery

18.2-67.5(C)

Crimes Against Nature (Sodomy)

18.2-361

Adultery & Fornication by Person Forbidden to Marry: Incest

18.2-366

Child Pornography (2 or more convictions)

18.2-374.1:1 (C)

OR

If the offense was committed on or after July 1, 2006, and if the person has been convicted or adjudicated delinquent of any two or more such offenses, provided that person had been at liberty between such convictions or adjudications

Enter Dwelling House etc. with intent to Commit Felony under § 9.1-902

18.2-91

2. “Murder” means:

Murder (Victim is under 15) or (Victim is 15-17) is related to an offense under § 9.1-902

18.2-31, 18.2-32

Former18.1-21

3. “Tier II” means:

Carnal Knowledge of Minor (Victim 15 and older) Supervisory Relationship

18.2-64.1

Child Pornography18.2-374.1:1 (C)

Use of Communication System to Solicit a Minor to Violate § 18.2-370, Indecent Liberties with a Minor18.2-374.3 (C)(D)(E)

4. “Tier I” means:

Charge

Section

Carnal Knowledge of Minor (Victim ages 13-14) if perpetrator is less than five years older than victim18.2-63

Marital Sexual Assault (Repealed in 2005)18.2.67.2:1

Solicitation of Prostitution from a Minor (Felony Violation)18.2-346

Prostitution; Solicitation, Commercial Exploitation of a Minor18.2-346.01

Taking, Detaining a Minor for Prostitution18.2-355 (4)

Receiving Money for Procuring Person (Victim under 18)18.2-356

Receiving Money from Earnings of Prostitute (Victim under 18)18.2-357

Commercial Sex Trafficking18.2-357.1 (C)

Aggravated Malicious Wounding (where the perpetrator is 18 years of age or older and the victim is under the age of 13)18.2-51.2

Sexual Battery (3 or more convictions)18.2-67.4

Sexual Abuse Against Child under 15 (3 or more convictions)18.2-67.4:2

Attempted Sexual Battery (3 or more convictions)18.2-67.5 (C)

Enter Dwelling House etc. with Intent to Rape18.2-90

Former18.1-88

Penetration of the Mouth of a Child with Lascivious Intent18.2-370.6

Child Pornography18.2-374.1:1(B)(D)

Child Pornography (as it was in effect 7/1/94 – 6/30/07)Former18.2-374.1:1 (D)

Unlawful Filming, Videotaping or Photographing of Another (3 or more convictions)18.2-386.1

Use of Communication System to Solicit a Minor to Violate § 18.2-370, Indecent Liberties with a Minor18.2-374.3 (B)

Use of Communication System to Solicit a Minor to Violate § 18.2-370, Indecent Liberties with a Minor (as it was in effect 6/30/07)Former18.2-374.3 (B) (iv)

Third Sexual Offense, Felony, as set forth in18.2-67.5:1

OR

If the offense is committed on or after July 1, 2006

Enter Dwelling House etc. with intent to Commit Felony under § 9.1-902

18.2-91

Child Pornography

18.2.374.1:1(A)

Third Misdemeanor Sexual Offense as set forth in

18.2-67.5:1

OR

If the offense is committed on or after July 1, 2019

Aiding prostitution or illicit sexual intercourse, etc (Victim under 18)

18.2-348

Using vehicles to promote prostitution or unlawful sexual intercourse (Victim under 18)18.2-349

OR

If the offense is committed on or after July 1, 2020

Unlawful dissemination or sale of image of another (third or subsequent conviction)

18.2-386.2

OR

Where the victim is a minor or is physically helpless or mentally incapacitated as defined in § 18.2-67.10, a violation or attempted violation of:

Abduction

18.2-47 (A)

Abduction with the intent to extort money or pecuniary benefit

18.2-48 (i)

Sexual Battery

18.2-67.4

Attempted Sexual Battery

18.2-67.5(C)

Crimes Against Nature (Sodomy)

18.2-361

Adultery & Fornication by Person Forbidden to Marry: Incest

18.2-366

Former18.1-191

OR

Any Criminal Homicide in conjunction with a violation of clause (i) of § 18.2-371 (Contributing to the delinquency) or § 18.2-371.1 (abuse and neglect of children) when the offenses arise out of the same incident.

OR

“Offense for which registration is required” includes (i) any offense similar to those listed in subdivisions 1 through 4 of §9.1-902 under the laws of any foreign country or any political subdivision thereof, the United States or any political subdivision thereof.

OR

Any offense for which registration in a Sex Offender and Crimes Against Minor Registry is required under the laws of the jurisdiction where the offender was convicted.

RECORD COMPLETE
CONVICTION DATA AND AFFIX
REGISTRANT'S PHOTOGRAPH
ON THE REVERSE SIDE OF
THIS DOCUMENT

REGISTRATION ID _____

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF STATE POLICE
SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRATION FORM

Distribution:
Page 1 Instructions
Page 2 Fingerprint Card
Page 3 VSP Copy
Page 4 Submitting Agency's Copy
Page 5 Offender's Copy

Please Check the Appropriate Block

- ☐ Initial Registration - ☐ Change of Address - ☐ Change of Employment - ☐ New Photo - ☐ Change in ISP/Email/IM/Chat Name -
☐ DNA Sample Submitted - ☐ Change of Name - ☐ Change in Vehicle/Watercraft/Aircraft – ☐ Change in School Enrollment -
☐ Re-Registration - ☐ Palm Prints Submitted - ☐ Add New Convictions (SOR USE ONLY- PROBATION ☐ YES ☐ NO)

If the offender is a non-resident, provide the purpose of registration

- ☐ Offender lives out of state, but is employed in Virginia - ☐ Offender lives out of state, but is attending school in Virginia
☐ Offender is visiting Virginia for 30 days or more.

SUBMITTING AGENCY NAME		OFFICIAL'S NAME (Printed)		Badge/Code
*		*		
DEPT. CORRECTIONS OR JAIL CUSTODY	ADDRESS OF CORRECTIONAL FACILITY OR JAIL FOR OFFENDERS RECEIVED	DEPT. CORRECTIONS OR JAIL CUSTODY	*RELEASED/TRANSFERRED COMPLETE BOTH PHYSICAL AND MAILING ADDRESS INFORMATION	
☐ RECEIVED		☐ RELEASED TO PUBLIC ☐ TRANSFER TO DOC/JAIL	*OFFICIAL'S SIGNATURE	

OFFENDER INFORMATION

LAST NAME	MAIDEN	FIRST	MIDDLE	SEX	RACE	HT	WT	HAIR	EYES
*		*							
ALIASES USED		SSN	MM		DD	YYYY			
			D O B						
SIGNATURE OF PERSON REGISTERING		SID NUMBER	FBI NUMBER / UCN	TIME COMPLETED	DATE SUBMITTED				
I CERTIFY THAT ALL INFORMATION ON THIS FORM IS ACCURATE				*	*				

COMPLETE PHYSICAL AND MAILING ADDRESS INFORMATION MUST BE PROVIDED IN BOTH ADDRESS FIELDS:

OFFENDER'S <u>PHYSICAL</u> HOME STREET ADDRESS	CITY / TOWN	STATE	ZIP CODE	COUNTY

☐ OFFENDER'S MAILING ADDRESS & PHYSICAL ARE SAME

OFFENDER'S <u>MAILING</u> ADDRESS	CITY / TOWN	STATE	ZIP CODE

VIRGINIA DEPARTMENT OF STATE POLICE
Disclosure of My Duty to Re-Register in
Sex Offender & Crimes Against Minors Registry

Check the appropriate box(es) and sign registration to certify you have READ or HAD this “Disclosure” READ to you and fully understand the requirements.

In accordance with § 9.1-903 and § 9.1-906 of the *Code*, whether classified as a Tier III offender, Murder offender, Tier II or Tier I offender or combination thereof, I hereby certify I have read or have had read to me, understand, and received this notice of my responsibility to re-register with the Department of State Police in the following instances: (1) within **three days** of receiving a conviction(s) requiring registration, (2) within **three days** of receiving a suspended sentence(s) for a conviction of a charge listed on the reverse side of this disclosure, (3) within **three days** of a change of residence whether within Virginia and within **ten days** prior to a move to outside the State of Virginia, (4) within **three days** of a change of employment whether within or the outside of the State of Virginia, (5) within **three days** from my release from a correctional facility (adult or juvenile) or community supervision, (6) within **three days** if I change my name, (7) within **thirty minutes** if I change my electronic mail address information, my instant message, chat or other Internet communication name or identity information that I use or intend to use, (8) within **three days** of a change in vehicle, watercraft, or aircraft information for any and all that I own, or (9) within **three days** of a change in school enrollment.

☐ **Tier III Offender or Murder Offender Signature:** *_____ Unless granted Court Ordered Relief as outlined in § 9.1-909 of the Code of Virginia, my signature on the fingerprint registration card certifies that I fully understand a re-registration form will be mailed to me from the State Police to verify my physical and mailing address of residence every 3 months based on my birth month and first letter of my last name. If my last name starts with A-L my letter will be due the 1st through the 15th; and if my last name starts M-Z my letter will be due the 16th through the last day of month, for life to confirm my physical and mailing address, my electronic mail address information, any instant message, chat or other Internet communication name or identity information that I use or intend to use. If granted Court Ordered Relief as outlined in § 9.1-909, I understand a re-registration form will be mailed to me from the State Police to verify my physical and mailing address of residence each year. If convicted of § 18.2-472.1, I will be responsible to re-register with the State Police every month for life. Immediately upon receipt of this form, I am responsible for providing my thumbprints on the address verification form. The completed verification form must be mailed by due date to the Department of State Police to fulfill my obligation to re-register as a Tier III offender or murder offender. I am aware that I must update any registration information as appropriate. By virtue of my review and receipt of this disclosure, I further understand **if I fail to re-register or knowingly provide materially false information to the Sex Offender and Crimes Against Minors Registry, I can be convicted in the court of law pursuant to § 18.2-472.1.** Pursuant to Section 9.1-904, I hereby consent to authorize any business or organization that offers electronic communications or remote computer services to provide to the Department of State Police any subscriber information pertaining to my electronic identity information provided to the Registry. I acknowledge I am aware of the Proximity to Children laws §18.2-370.2; §18.2-370.3; §18.2-370.4 and §18.2-370.5 as it applies to Virginia and Out of State registerable convictions. Pursuant to the federal Sex Offender Registration and Notification Act, a registrant is required to provide their residence jurisdiction with travel document information including passport, immigration visa numbers, and if and when you travel or relocate out of state or country. You must also update the Department of State Police with a travel itinerary of any intended travel outside of the U.S. at **least 21 days** prior to that travel. **Failure to do so may result in federal prosecution.** Reporting travel does not authorize entry into your destination country; contact the local embassy of your destination country prior to your departure to determine whether entry will be authorized upon your arrival. Information you need to provide is found at: www.smart.gov/international_travel.htm Nonresidents of The Commonwealth of Virginia are required to fulfill their obligation to the law as it applies to residents of Virginia. I acknowledge that I am required to notify the Department of State Police at least 21 days in advance of any travel or relocation out of the country, and provide the information described above. **It is my responsibility to re-register by due date, whether by mail or in person.**

☐ **Tier II and I Offender Signature:** *_____ My signature on the fingerprint registration card certifies that I fully understand my responsibilities as an offender. I have a duty to comply with registration requirements until my duty to register and re-register is terminated by a court order as set forth in § [9.1-910](#). The only exception is that that any person who has been convicted of (i) murder or (iii) marital sexual assault former § [18.2-67.2:1](#) shall have a continuing duty to reregister for life. A petition may be filed for removal from the registry in accordance with § 9.1-910 of the Code of Virginia. Any period of confinement in a federal, state or local correctional facility, hospital or any other institution or facility during the otherwise applicable registration period shall toll the registration period and the duty to re-register shall be extended. Persons confined in a federal, state, or local correctional facility shall not be required to re-register until released from custody. I am aware that I must update my registration information as appropriate. By virtue of my review and receipt of this Disclosure, I further understand **if I fail to re-register or knowingly provide materially false information to the Sex Offender and Crimes Against Minors Registry, I can be convicted in the court of law pursuant to § 18.2-472.1.** Pursuant to § 9.1-904, I hereby consent to authorize any business or organization that offers electronic communications or remote computer services to provide to the Department of State Police any subscriber information pertaining to my electronic identity information provided to the Registry. If my last name starts with A-L my letter will be due the 1st through the 15th; and if my last name starts M-Z my letter will be due the 16th through the last day of month life to confirm my physical and mailing address, my electronic mail address information, any instant message, chat or other Internet communication name or identity information that I use or intend to use. Pursuant to the federal Sex Offender Registration and Notification Act, a registrant is required to provide their residence jurisdiction with travel document information including passport, immigration visa numbers, and if and when you travel or relocate out of state or country. You must also update the Department of State Police with a travel itinerary of any intended travel outside of the U.S. at **least 21 days** prior to that travel. **Failure to do so may result in federal prosecution.** Reporting travel does not authorize entry into your destination country; contact the local embassy of your destination country prior to your departure to determine whether entry will be authorized upon your arrival. Information you need to provide is found at: www.smart.gov/international_travel.htm Nonresidents of The Commonwealth of Virginia are required to fulfill their obligation to the law as it applies to residents of Virginia. I acknowledge that I am required to notify the Department of State Police at least 21 days in advance of any travel or relocation out of the country, and provide the information described above. **It is my responsibility to re-register by due date, whether by mail or in person.**

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July 1, 2016

A. Convictions Reportable to the Sex Offender & Crimes Against Minors Registry include, (i) a Violation, (ii) an Attempted Violation, (iii) a Conspiracy to Violate, or (iv) a Person that is found Not Guilty By Reason of Insanity on or after July 1, 2007, of the following offenses as defined in § 9.1-902 of the Code of Virginia:

1.“Tier III” means:

Charge	Section
Abduction for Immoral Purpose	18.2-48(ii) (iii)
	Former 18.1-38
	Former 18.1-39 (2)(3)
Rape	18.2-61
	Former 18.1-44
Carnal Knowledge of Minor (Victim ages 13-14) where perpetrator is more than five years older than victim	18.2-63
Forcible Sodomy	18.2-67.1
Object Sexual Penetration	18.2-67.2
Aggravated Sexual Battery	18.2-67.3
Sexual Contact (Victim under 13)	Former 18.1-215
Sexual Battery where the perpetrator is 18 years of age or older and the victim is under the age of 6	18.2-67.4
Attempted Rape, Forcible Sodomy, Object Sexual Penetration, Aggravated Sexual Battery	18.2.67.5 (A)(B)
Taking Indecent Liberties with Minor	18.2-370
	Former 18.1-213 (1)(2)(4)
	Former 18.1-214
Taking Indecent Liberties with Minor by Person in Custodial or Supervisory Relationship	18.2-370.1
Production, Publication, Sale, Financing, etc. of Child Pornography	18.2-374.1

OR

Any Person Convicted under Chapter 117 (18 U.S.C. § 2421 et seq.) of Title 18 of the United States Code

Any Person Convicted for Sex Trafficking (Title 18, U.S.C. § 1591)

OR

A SECOND or subsequent conviction, where the individual was at liberty between such convictions, of the following:

Carnal Knowledge of Minor (Victim Ages 13-14)	18.2-63
Carnal Knowledge of Minor (Victim 15 or Older) Supervisory Relationship	18.2-64.1
Marital Sexual Assault (Repealed 2005)	18.2-67.2:1
Enter Dwelling House with Intent to Commit Rape	18.2-90

OR

A SECOND or subsequent conviction, where the individual was at liberty between such convictions, and where the victim is a minor or is physically helpless or mentally incapacitated as defined in § 18.2-67.10, a violation or attempted violation of:

Abduction	18.2-47(A)
Abduction with the intent to extort money or pecuniary benefit	18.2-48 (i)
Sexual Battery	18.2-67.4
Attempted Sexual Battery	18.2-67.5(C)
Crimes Against Nature (Sodomy)	18.2-361
Adultery & Fornication by Person Forbidden to Marry: Incest	18.2-366
Child Pornography (2 or more convictions)	18.2-374.1:1 (C)

OR

If the offense was committed on or after July 1, 2006, and if the person has been convicted or adjudicated delinquent of any two or more such offenses, provided that person had been at liberty between such convictions or adjudications

Enter Dwelling House etc. with intent to Commit Felony under § 9.1-902	18.2-91
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2.“Murder” means:

Murder (Victim is under 15) or (Victim is 15-17) is related to an offense under § 9.1-902	18.2-31, 18.2-32
	Former 18.1-21

3. “Tier II” means:

Carnal Knowledge of Minor (Victim 15 and older) Supervisory Relationship	18.2-64.1
Child Pornography	18.2-374.1:1 (C)
Use of Communication System to Solicit a Minor to Violate § 18.2-370, Indecent Liberties with a Minor	18.2-374.3 (C)(D)(E)

4. “Tier I” means:

Charge	Section
Carnal Knowledge of Minor (Victim ages 13-14) if perpetrator is less than five years older than victim	18.2-63
Marital Sexual Assault (Repealed in 2005)	18.2.67.2:1
Solicitation of Prostitution from a Minor (Felony Violation)	18.2-346
Prostitution; Solicitation, Commercial Exploitation of a Minor	18.2-346.01
Taking, Detaining a Minor for Prostitution	18.2-355 (4)
Receiving Money for Procuring Person (Victim under 18)	18.2-356
Receiving Money from Earnings of Prostitute (Victim under 18)	18.2-357
Commercial Sex Trafficking	18.2-357.1 (C)
Aggravated Malicious Wounding (where the perpetrator is 18 years of age or older and the victim is under the age of 13)	18.2-51.2
Sexual Battery (3 or more convictions)	18.2-67.4
Sexual Abuse Against Child under 15 (3 or more convictions)	18.2-67.4:2
Attempted Sexual Battery (3 or more convictions)	18.2-67.5 (C)
Enter Dwelling House etc. with Intent to Rape	18.2-90
	Former 18.1-88
Penetration of the Mouth of a Child with Lascivious Intent	18.2-370.6
Child Pornography	18.2-374.1:1(B)(D)
Child Pornography (as it was in effect 7/1/94 – 6/30/07)	Former 18.2-374.1:1 (D)
Unlawful Filming, Videotaping or Photographing of Another (3 or more convictions)	18.2-386.1
Use of Communication System to Solicit a Minor to Violate § 18.2-370, Indecent Liberties with a Minor	18.2-374.3 (B)
Use of Communication System to Solicit a Minor to Violate § 18.2-370, Indecent Liberties with a Minor (as it was in effect 6/30/07)	Former 18.2-374.3 (B) (iv)
Third Sexual Offense, Felony, as set forth in	18.2-67.5:1

OR

If the offense is committed on or after July 1, 2006

Enter Dwelling House etc. with intent to Commit Felony under § 9.1-902	18.2-91
Child Pornography	18.2.374.1:1(A)
Third Misdemeanor Sexual Offense as set forth in	18.2-67.5:1

OR

If the offense is committed on or after July 1, 2019

Aiding prostitution or illicit sexual intercourse, etc (Victim under 18)	18.2-348
Using vehicles to promote prostitution or unlawful sexual intercourse (Victim under 18)	18.2-349

OR

If the offense is committed on or after July 1, 2020

Unlawful dissemination or sale of image of another (third or subsequent conviction)	18.2-386.2
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OR

Where the victim is a minor or is physically helpless or mentally incapacitated as defined in § 18.2-67.10, a violation or attempted violation of:

Abduction	18.2-47 (A)
Abduction with the intent to extort money or pecuniary benefit	18.2-48 (i)
Sexual Battery	18.2-67.4
Attempted Sexual Battery	18.2-67.5(C)
Crimes Against Nature (Sodomy)	18.2-361
Adultery & Fornication by Person Forbidden to Marry: Incest	18.2-366
	Former 18.1-191

OR

Any Criminal Homicide in conjunction with a violation of clause (i) of § 18.2-371 (Contributing to the delinquency) or § 18.2-371.1 (abuse and neglect of children) when the offenses arise out of the same incident.

OR

“Offense for which registration is required” includes (i) any offense similar to those listed in subdivisions 1 through 4 of §9.1-902 under the laws of any foreign country or any political subdivision thereof, the United States or any political subdivision thereof.

OR

Any offense for which registration in a Sex Offender and Crimes Against Minor Registry is required under the laws of the jurisdiction where the offender was convicted.

RECORD COMPLETE
CONVICTION DATA AND AFFIX
REGISTRANT'S PHOTOGRAPH
ON THE REVERSE SIDE OF
THIS DOCUMENT

REGISTRATION ID _____

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF STATE POLICE
SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRATION FORM

Distribution:
Page 1 Instructions
Page 2 Fingerprint Card
Page 3 VSP Copy
Page 4 Submitting Agency's Copy
Page 5 Offender's Copy

Please Check the Appropriate Block

- ☐ Initial Registration - ☐ Change of Address - ☐ Change of Employment - ☐ New Photo - ☐ Change in ISP/Email/IM/Chat Name -
☐ DNA Sample Submitted - ☐ Change of Name - ☐ Change in Vehicle/Watercraft/Aircraft – ☐ Change in School Enrollment -
☐ Re-Registration - ☐ Palm Prints Submitted - ☐ Add New Convictions (SOR USE ONLY- PROBATION ☐ YES ☐ NO)

If the offender is a non-resident, provide the purpose of registration

- ☐ Offender lives out of state, but is employed in Virginia - ☐ Offender lives out of state, but is attending school in Virginia
☐ Offender is visiting Virginia for 30 days or more.

SUBMITTING AGENCY NAME		OFFICIAL'S NAME (Printed)		Badge/Code
*		*		
DEPT. CORRECTIONS OR JAIL CUSTODY	ADDRESS OF CORRECTIONAL FACILITY OR JAIL FOR OFFENDERS RECEIVED	DEPT. CORRECTIONS OR JAIL CUSTODY	*RELEASED/TRANSFERRED COMPLETE BOTH PHYSICAL AND MAILING ADDRESS INFORMATION	
☐ RECEIVED		☐ RELEASED TO PUBLIC ☐ TRANSFER TO DOC/JAIL	*OFFICIAL'S SIGNATURE	

OFFENDER INFORMATION

LAST NAME	MAIDEN	FIRST	MIDDLE	SEX	RACE	HT	WT	HAIR	EYES
*		*							
ALIASES USED		SSN	MM		DD	YYYY			
			D O B						
SIGNATURE OF PERSON REGISTERING		SID NUMBER	FBI NUMBER / UCN	TIME COMPLETED		DATE SUBMITTED			
I CERTIFY THAT ALL INFORMATION ON THIS FORM IS ACCURATE				*		*			

COMPLETE PHYSICAL AND MAILING ADDRESS INFORMATION **MUST BE PROVIDED IN BOTH ADDRESS FIELDS:**

OFFENDER'S PHYSICAL HOME STREET ADDRESS	CITY / TOWN	STATE	ZIP CODE	COUNTY

☐ OFFENDER'S MAILING ADDRESS & PHYSICAL ARE SAME

OFFENDER'S MAILING ADDRESS	CITY / TOWN	STATE	ZIP CODE

VIRGINIA DEPARTMENT OF STATE POLICE
Disclosure of My Duty to Re-Register in
Sex Offender & Crimes Against Minors Registry

Check the appropriate box(es) and sign registration to certify you have **READ** or **HAD** this "Disclosure" **READ** to you and fully understand the requirements.

In accordance with § 9.1-903 and § 9.1-906 of the *Code*, whether classified as a Tier III offender, Murder offender, Tier II or Tier I offender or combination thereof, I hereby certify I have read or have had read to me, understand, and received this notice of my responsibility to re-register with the Department of State Police in the following instances: (1) within **three days** of receiving a conviction(s) requiring registration, (2) within **three days** of receiving a suspended sentence(s) for a conviction of a charge listed on the reverse side of this disclosure, (3) within **three days** of a change of residence whether within Virginia and within **ten days** prior to a move to outside the State of Virginia, (4) within **three days** of a change of employment whether within or the outside of the State of Virginia, (5) within **three days** from my release from a correctional facility (adult or juvenile) or community supervision, (6) within **three days** if I change my name, (7) within **thirty minutes** if I change my electronic mail address information, my instant message, chat or other Internet communication name or identity information that I use or intend to use, (8) within **three days** of a change in vehicle, watercraft, or aircraft information for any and all that I own, or (9) within **three days** of a change in school enrollment.

☐ **Tier III Offender or Murder Offender Signature:** _____ Unless granted Court Ordered Relief as outlined in § 9.1-909 of the *Code of Virginia*, my signature on the fingerprint registration card certifies that I fully understand a re-registration form will be mailed to me from the State Police to verify my physical and mailing address of residence every 3 months based on my birth month and first letter of my last name. If my last name starts with A-L my letter will be due the 1st through the 15th; and if my last name starts M-Z my letter will be due the 16th through the last day of month, for life to confirm my physical and mailing address, my electronic mail address information, any instant message, chat or other Internet communication name or identity information that I use or intend to use. If granted Court Ordered Relief as outlined in § 9.1-909, I understand a re-registration form will be mailed to me from the State Police to verify my physical and mailing address of residence each year. If convicted of § 18.2-472.1, I will be responsible to re-register with the State Police every month for life. Immediately upon receipt of this form, I am responsible for providing my thumbprints on the address verification form. The completed verification form must be mailed **by due date** to the Department of State Police to fulfill my obligation to re-register as a Tier III offender or murder offender. I am aware that I must update any registration information as appropriate. By virtue of my review and receipt of this disclosure, I further understand **if I fail to re-register or knowingly provide materially false information to the Sex Offender and Crimes Against Minors Registry, I can be convicted in the court of law pursuant to § 18.2-472.1.** Pursuant to Section 9.1-904, I hereby consent to authorize any business or organization that offers electronic communications or remote computer services to provide to the Department of State Police any subscriber information pertaining to my electronic identity information provided to the Registry. I acknowledge I am aware of the Proximity to Children laws §18.2-370.2; §18.2-370.3; §18.2-370.4 and §18.2-370.5 as it applies to Virginia and Out of State registerable convictions. Pursuant to the federal Sex Offender Registration and Notification Act, a registrant is required to provide their residence jurisdiction with travel document information including passport, immigration visa numbers, and if and when you travel or relocate out of state or country. You must also update the Department of State Police with a travel itinerary of any intended travel outside of the U.S. at **least 21 days** prior to that travel. **Failure to do so may result in federal prosecution.** Reporting travel does not authorize entry into your destination country; contact the local embassy of your destination country prior to your departure to determine whether entry will be authorized upon your arrival. Information you need to provide is found at: www.smart.gov/international_travel.htm Nonresidents of The Commonwealth of Virginia are required to fulfill their obligation to the law as it applies to residents of Virginia. I acknowledge that I am required to notify the Department of State Police at least 21 days in advance of any travel or relocation out of the country, and provide the information described above. **It is my responsibility to re-register by due date, whether by mail or in person.**

☐ **Tier II and I Offender Signature:** _____ My signature on the fingerprint registration card certifies that I fully understand my responsibilities as an offender. I have a duty to comply with registration requirements until my duty to register and re-register is terminated by a court order as set forth in § [9.1-910](#). The only exception is that that any person who has been convicted of (i) murder or (iii) marital sexual assault former § [18.2-67.2:1](#) shall have a continuing duty to reregister for life. A petition may be filed for removal from the registry in accordance with § 9.1-910 of the *Code of Virginia*. Any period of confinement in a federal, state or local correctional facility, hospital or any other institution or facility during the otherwise applicable registration period shall toll the registration period and the duty to re-register shall be extended. Persons confined in a federal, state, or local correctional facility shall not be required to re-register until released from custody. I am aware that I must update my registration information as appropriate. By virtue of my review and receipt of this Disclosure, I further understand **if I fail to re-register or knowingly provide materially false information to the Sex Offender and Crimes Against Minors Registry, I can be convicted in the court of law pursuant to § 18.2-472.1.** Pursuant to § 9.1-904, I hereby consent to authorize any business or organization that offers electronic communications or remote computer services to provide to the Department of State Police any subscriber information pertaining to my electronic identity information provided to the Registry. If my last name starts with A-L my letter will be due the 1st through the 15th; and if my last name starts M-Z my letter will be due the 16th through the last day of month life to confirm my physical and mailing address, my electronic mail address information, any instant message, chat or other Internet communication name or identity information that I use or intend to use. Pursuant to the federal Sex Offender Registration and Notification Act, a registrant is required to provide their residence jurisdiction with travel document information including passport, immigration visa numbers, and if and when you travel or relocate out of state or country. You must also update the Department of State Police with a travel itinerary of any intended travel outside of the U.S. at **least 21 days** prior to that travel. **Failure to do so may result in federal prosecution.** Reporting travel does not authorize entry into your destination country; contact the local embassy of your destination country prior to your departure to determine whether entry will be authorized upon your arrival. Information you need to provide is found at: www.smart.gov/international_travel.htm Nonresidents of The Commonwealth of Virginia are required to fulfill their obligation to the law as it applies to residents of Virginia. I acknowledge that I am required to notify the Department of State Police at least 21 days in advance of any travel or relocation out of the country, and provide the information described above. **It is my responsibility to re-register by due date, whether by mail or in person.**

☐ **Initial Registration for In State/Out of State/Out of Country Offender Signature:** _____ My signature on the fingerprint registration card certifies that I was convicted of an offense that may be similar to one of the offenses outlined in § 9.1-902, *Code of Virginia* and/or I was convicted of an offense that requires me to be placed on the Sex Offender and Crimes Against Minors Registry in the jurisdiction of my conviction. Upon receipt of my initial registration, I fully understand that my registration will be reviewed to determine if I am required to register and the classification level associated with my registration. I acknowledge I am aware of the Proximity to Children law §18.2-370.5 as it applies to Out of State registerable convictions if classified as a Tier III. I further understand **if I fail to re-register or knowingly provide materially false information to the Sex Offender and Crimes Against Minors Registry, I can be convicted in the court of law pursuant to § 18.2-472.1.** Pursuant to the federal Sex Offender Registration and Notification Act, a registrant is required to provide their residence jurisdiction with travel document information including passport, immigration visa numbers, and if and when you travel or relocate out of state or country. You must also update the Department of State Police with a travel itinerary of any intended travel outside of the U.S. at **least 21 days** prior to that travel. **Failure to do so may result in federal prosecution.** Reporting travel does not authorize entry into your destination country; contact the local embassy of your destination country prior to your departure to determine whether entry will be authorized upon your arrival. Information you need to provide is found at: www.smart.gov/international_travel.htm Nonresidents of The Commonwealth of Virginia are required to fulfill their obligation to the law as it applies to residents of Virginia. I acknowledge that I am required to notify the Department of State Police at least 21 days in advance of any travel or relocation out of the country, and provide the information described above.

July 1, 2016			
A. Convictions Reportable to the Sex Offender & Crimes Against Minors Registry include, (i) a Violation, (ii) an Attempted Violation, (iii) a Conspiracy to Violate, or (iv) a Person that is found Not Guilty By Reason of Insanity on or after July 1, 2007, of the following offenses as defined in § 9.1-902 of the Code of Virginia:			
1. “Tier III” means:		4. “Tier I” means:	
Charge	Section	Charge	Section
Abduction for Immoral Purpose	18.2-48(ii) (iii)	Carnal Knowledge of Minor (Victim ages 13-14)	
	Former 18.1-38	if perpetrator is less than five years older than victim	18.2-63
	Former 18.1-39 (2)(3)	Marital Sexual Assault (Repealed in 2005)	18.2.67.2:1
Rape	18.2-61	Solicitation of Prostitution from a Minor (Felony Violation)	18.2-346
	Former 18.1-44	Prostitution; Solicitation, Commercial Exploitation of a Minor	18.2-346.01
Carnal Knowledge of Minor (Victim ages 13-14)		Taking, Detaining a Minor for Prostitution	18.2-355 (4)
where perpetrator is more than five years older than victim	18.2-63	Receiving Money for Procuring Person (Victim under 18)	18.2-356
Forcible Sodomy	18.2-67.1	Receiving Money from Earnings of Prostitute (Victim under 18)	18.2-357
Object Sexual Penetration	18.2-67.2	Commercial Sex Trafficking	18.2-357.1 (C)
Aggravated Sexual Battery	18.2-67.3	Aggravated Malicious Wounding	18.2-51.2
Sexual Contact (Victim under 13)	Former 18.1-215	(where the perpetrator is 18 years of age or older and the victim is under the age of 13)	
Sexual Battery where the perpetrator is 18 years of age or older and the victim is under the age of 6	18.2-67.4	Sexual Battery (3 or more convictions)	18.2-67.4
Attempted Rape, Forcible Sodomy, Object Sexual Penetration, Aggravated Sexual Battery	18.2.67.5 (A)(B)	Sexual Abuse Against Child under 15 (3 or more convictions)	18.2-67.4:2
Taking Indecent Liberties with Minor	18.2-370	Attempted Sexual Battery (3 or more convictions)	18.2-67.5 (C)
	Former 18.1-213 (1)(2)(4)	Enter Dwelling House etc. with Intent to Rape	18.2-90
	Former 18.1-214		Former 18.1-88
Taking Indecent Liberties with Minor by Person in Custodial or Supervisory Relationship	18.2-370.1	Penetration of the Mouth of a Child with Lascivious Intent	18.2-370.6
Production, Publication, Sale, Financing, etc. of Child Pornography	18.2-374.1	Child Pornography	18.2-374.1:1(B)(D)
		Child Pornography	Former 18.2-374.1:1 (D)
		(as it was in effect 7/1/94 – 6/30/07)	
		Unlawful Filming, Videotaping or Photographing of Another	18.2-386.1
		(3 or more convictions)	
		Use of Communication System to Solicit a Minor	
		to Violate § 18.2-370, Indecent Liberties with a Minor	18.2-374.3 (B)
		Use of Communication System to Solicit a Minor	
		to Violate § 18.2-370, Indecent Liberties with a Minor	Former 18.2-374.3 (B) (iv)
		(as it was in effect 6/30/07)	
		Third Sexual Offense, Felony, as set forth in	18.2-67.5:1
		OR	
		If the offense is committed on or after July 1, 2006	
		Enter Dwelling House etc. with intent to Commit Felony	18.2-91
		under § 9.1-902	
		Child Pornography	18.2.374.1:1(A)
		Third Misdemeanor Sexual Offense as set forth in	18.2-67.5:1
		OR	
		If the offense is committed on or after July 1, 2019	
		Aiding prostitution or illicit sexual intercourse, etc (Victim under 18)	18.2-348
		Using vehicles to promote prostitution or unlawful sexual intercourse	
		(Victim under 18)	18.2-349
		OR	
		If the offense is committed on or after July 1, 2020	
		Unlawful dissemination or sale of image of another	18.2-386.2
		(third or subsequent conviction)	
		OR	
		Where the victim is a minor or is physically helpless or mentally incapacitated as defined in § 18.2-67.10, a violation or attempted violation of:	
		Abduction	18.2-47 (A)
		Abduction with the intent to extort money or pecuniary benefit	18.2-48 (i)
		Sexual Battery	18.2-67.4
		Attempted Sexual Battery	18.2-67.5(C)
		Crimes Against Nature (Sodomy)	18.2-361
		Adultery & Fornication by Person Forbidden to Marry: Incest	18.2-366
			Former 18.1-191
		OR	
		Any Criminal Homicide in conjunction with a violation of clause (i) of § 18.2-371 (Contributing to the delinquency) or § 18.2-371.1 (abuse and neglect of children) when the offenses arise out of the same incident.	
		OR	
		“Offense for which registration is required” includes (i) any offense similar to those listed in subdivisions 1 through 4 of §9.1-902 under the laws of any foreign country or any political subdivision thereof, the United States or any political subdivision thereof.	
		OR	
		Any offense for which registration in a Sex Offender and Crimes Against Minor Registry is required under the laws of the jurisdiction where the offender was convicted.	