



Criminal History Information Request

This is a local name based background check for Indian River County

I am requesting a criminal history record check on the following individual: Date requested: _____

| | | |
|---------------------------------|-------------|----------------|
| Last Name: | First Name: | Middle Name: |
| Other Names Used: | | |
| Race: | Sex: | Date of Birth: |
| Social Security Number: XXX-XX- | Address: | |

Required Information

Last & First Name: Complete name of person Sex: Male or Female Date of Birth:
Race: White, Black, American Indian, Asian, Pacific Islander, Unknown or Other

Optional Information

Social Security Number, Middle name, Other Names Used, and Address

Fee:

\$3 Background Check or \$4 Certified Background Check

All Payments must be made payable to Indian River County Sheriff's Office

Payment Options

- Personal or Business Check: Must include pre-printed name of account holder and mailing address.
- Money Order: Must be made payable in U.S. Funds.
- Cash: Accepted for requests made in person at the Sheriff's Office.
- Online: Requests can be made at <https://ircsheriff.org/background-checks>

This form may be returned via:

- Drop-off or Mail to: **Indian River County Sheriff's Office**
ATTN: Central Records
4055 41st Ave, Vero Beach FL, 32960
- Email: backgroundchecks@ircsheriff.org
- Fax: (772) 569-8344

Return Criminal History Information Request Results To:

| | |
|---|---------|
| Contact Person: | Street: |
| Contact Phone: | City: |
| Email: | State: |
| Fax: | Zip: |
| I will pick up the reports Within 30 Days. | |
| *Please be advised that reports not picked up within 30 days will be shredded and a new request and payment will be required. | |

Below is for Indian River County Sheriff's Office Use Only

- ARREST RECORDS ATTACHED
- NO CRIMINAL RECORD WAS LOCATED

Completed By: _____ Date: _____