



COMMONWEALTH OF VIRGINIA

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SUBJECT: Instructions for completing the downloadable Sex Offender Registry forms

Changes to the Code of Virginia now require all forms used by the Sex Offender Registry to be available online in a downloadable and printable format. Offenders may print these forms and turn them in at a police station or sheriff's office. In order for any of these forms to be accepted by the SOR Office the following instructions must be followed:

SP-236 Every page of the SP-236 must be printed on 8½ x 14 paper, if any pages are missing or printed on different size paper, the form will NOT be accepted. The form must have all mandatory fields completed. The form must be signed by the offender in all required blocks and an official, from the department receiving the form, must print and sign their name in the required blocks. Finally; the form must have an official stamp from the police agency or must be accompanied by official agency letterhead stating the form was received and all signatures are authentic. Both the printed form and the letter must be mailed to the Virginia State Police Sex Offender Registry by the completing agency. **If an official SP-236 (provided by the Virginia State Police) is used, then no letterhead or stamp is required.** Please ensure that all required blocks are complete.

SP-236A This form is must be printed on 8½ x 11 paper and must have the offender's signature and thumbprints to be accepted. No official stamp or letterhead is necessary.

Probation and Parole Update Form This form will NOT be accepted if presented by an offender. This form is only used by Probation and Parole officers and must have a signature from a State Probation Officer to be valid.

The Sex Offender Registration Form (SP-236) has been revised with the new tier information and forms will be mailed or delivered to each agency prior to July 1, 2020. Agencies will be asked to destroy older forms once they receive their allotment of new forms. SP-236 forms with the revision date of 7-1-2019 will be accepted until October 1, 2020. Older forms will not be accepted beyond July 1st. The revision date can be found in the upper left corner of pages 2-6.