March 17, 2020

TO: All Police Chiefs and Sheriffs

FROM: Captain Keenon C. Hook

SUBJECT: Sex Offender Registration during COVID-19 Emergency

In response to the COVID-19 state of emergency the Virginia State Police Sex Offender Registry is suggesting the following measures be taken to minimize in-person exposure during the registration process:

For re-registrations on a SP-236A (letter mailed directly to offenders)
- Advise the offender they may turn the form into any VSP office or mail the form directly back to the Registry using the provided envelope.
- If you must handle the form, use PPE or wash hands thoroughly.

For re-registrations on an SP-236 (Sex Offender Registry Form):
- Fill out the information on the SP-236 as usual.
- In lieu of thumb prints, you may verify government identification and write “ID verified” and the initials of the verifying official across the fingerprint blocks.
- In the signature block on the front page you may also write “ID verified” in lieu of a signature.
- For the disclosure page, please read the entire disclosure to the offender and write “Read to Offender” in the signature blocks.
- **The offender should not touch the form.** Tear off and give the offender his/her copy of the form.

For initial registrations (Sex Offender Registry Form):
- Obtain a full set of fingerprints and palm prints unless the offender is exhibiting symptoms or indicates that he has been exposed to the coronavirus.
- If the offender appears symptomatic do not fingerprint, instead write “ID verified” and the initials of the verifying official across the fingerprint blocks and in the signature block.
• You do not need to send a palm print card in with the registration. Sex Offender Investigative Unit troopers will be assigned to fingerprint these offenders when the risk of contagion subsides.

If you have questions concerning this process, please contact your Sex Offender Investigative Region Sergeant as follows:

Region 1: Sergeant John H. Madding 804-836-8323  
Region 2: Sergeant James D. Stump 540-539-4715  
Region 3: Sergeant Robert L. Buckham 757-510-0768  
Region 4: Sergeant Richard W. Hughes 540-239-0938

KCH/cm
EXAMPLES

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TDD 1-800-553-3144

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