

Delaware State Criminal Background Checks

Below, please find the instructions for obtaining Delaware's Department of Public Safety's criminal background check.

Step 1: Locate your local Delaware State Police Office

Go to your local Delaware State Police office to obtain fingerprinting services and fill out the request for a criminal background check. The three location options are:

1 Kent County:

- i. **Directions:** 655 South Bay Road, Dover, DE 19901.
 1. The building is located in the Blue Hen Mall and Corporate Center, Suite 1B. The Dover location will be the only location available for all services every weekday and does not require an appointment.
 2. Call 302-739-5871 for information and directions.
- ii. **Hours of operation are:**
 1. Mondays, 8:30 a.m. to 6:30 p.m. Tuesday through Friday, 8:30 a.m. to 3:30 p.m.
 2. **No appointments are necessary** as they are a walk-in facility.
 3. Please see the [Delaware](#) Website

2 Sussex County:

- i. **Directions:** Fingerprinting services are provided at the Thurman Adams State Service Center located at 546 S. Bedford Street, Room 202, Georgetown, DE.
 1. Call (302) 739-2528 for information.
- ii. **Hours of operation are:**
 1. Every other Wednesday, from Noon to 6:30 p.m.
 2. **By appointment only**
 3. Please see the [Delaware Website](#)

3 New Castle County:

- i. **Directions:** The office is located in Troop 2, on Rt 40, in Bear, just west of the Fox Run Shopping Center, between Rt. 72, and Rt. 896.
- ii. **Hours of Operation are:**
 1. Mon, Wed, Thurs, and Fri, 8:30 a.m. to 3:15 p.m., closed for lunch from 12:00 p.m. to 12:30 p.m.
 2. Tuesday, 11:30 a.m. to 6:15 p.m., closed for lunch from 4:00 p.m. to 4:30 p.m.
 3. Please see the [Delaware](#) Website
- iii. **Procedure to request services / making an appointment:**
 1. Call and schedule an appointment utilizing one of the Appointment Help Line contact numbers listed below:
1-800-464-4357 or **302-739-2528**
 2. Arrive at **SBI / North (Troop 2)** and report in with the receptionist **no later than** the time set by the appointment desk.

3. The results of the completed Background/Criminal History check will not be returned the same day, but will be forwarded to the recipient as soon as operationally possible.

Step 2: Include the proper information on the request forms.

When filling out your request form, you **must** indicate that the intended recipient of the results is Equal Justice Works:

Equal Justice Works
AmeriCorps JD program
1730 M Street, NW
Suite 800
Washington, DC 20036-4511

Step 3: Pay \$52.50 fee for the criminal background check.

The fee for requesting a criminal background check is \$52.50. You may use cash, credit or debit cards, bank checks, money orders, or company checks made out to Delaware State Police. They do not accept personal checks or American Express.