

Subject: Updated Instructions for Submitting a National Service Criminal History Check
(Alternative Search Procedures Requests)
Date Sent: March 5, 2013

National Service Criminal History Check

Updated Instructions for Submitting a National Service Criminal History Check

The instructions for submitting a national service criminal history check alternate search procedure (ASP) have been updated. An updated ASP submission form has been posted to the Knowledge Network. The ASP request form was reformatted for improved ease of use based on customer feedback. (Please note that [PDF](#) and [Word](#) versions of the document have been posted.)

Please use this when making submissions for ASPs and for Exemptions. Any new submission without this form will be returned to the grantee and not logged until re-submitted with the form.

Office of Grants Management