



Town of Smyrna

Certified Delaware Criminal History Information for Town Council Candidates Purpose:

This document provides information for candidates seeking election to the Town Council on how to obtain a Certified Delaware Criminal History as part of the qualification process.

Instructions for Obtaining a Certified Delaware Criminal History:

1. Schedule an Appointment:

- Candidates must schedule an appointment with the Delaware State Bureau of Identification (SBI). Appointments can be made online at [Delaware SBI Website](#) or by calling the appropriate SBI location.

2. Visit an SBI Location:

- Candidates must appear in person at one of the following Delaware SBI locations:
 - **Kent County:**
600 S. Bay Rd., Dover, DE 19901
 - **Other Delaware State Police locations:** Wilmington, Newark (2 sites), Middletown, Dover (2 sites), Milford, Georgetown, and Seaford

3. Provide Required Documentation:

- A valid government-issued photo ID (such as a driver's license or passport).
- Any additional documentation as required by SBI.

4. Pay the Required Fee:

- The fee for obtaining a Certified Delaware Criminal History is the responsibility of the candidate and must be paid directly to SBI.

5. Complete Fingerprinting:

- SBI will conduct fingerprinting as part of the background check process.

6. Receive Criminal History Report:

- The report will be mailed or provided to the candidate as per SBI's processing timelines.
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Submission to the Town of Smyrna:

- Once obtained, the Certified Delaware Criminal History must be submitted to the Town ATTN: Election team, 27 S. Market St. Plaza, Smyrna, DE 19977
- Or emailed to Danielle, dpope@smyrna.delaware.gov, and Amanda, asparks@smyrna.delaware.gov.
- Deadline for submission: **March 16, 2026, 4:30 PM** (candidate application required prior or same day)

For further assistance, candidates may called Danielle or Amanda at (302) 653-9231 opt 6 or email them directly.

Please note that your background has to be current. Anything 2025 and prior will not be accepted.