

VIRGINIA SPONSORS RECERTIFICATION REQUIREMENTS

After 3 years of your initial Alateen Sponsor Certification to keep active your status, we encourage you to follow the following steps:

1. Download form SP-167 from www.vsp.state.va.us from “Forms” or from our Virginia Area Website downloads.
2. Complete the top of the form with your personal information, and sign and have notarized the section called “Affidavit for Release of Information”); the other signature will be for the Area Process Person.
3. Call your District Representative and enclose a **money order** in amount of \$16 made out from your District’s Funds to **Virginia State Police.**

Please Send your package to :

Virginia Area Alateen Process Person

Connie Sanabria-Howell

1910 Dalmation Drive

Mclean, VA 22101

Ph.: 703 408-4428