

## **Virginia Date of Birth Confirmation (VDBC)**

### **Frequently Asked Questions (FAQ)**

#### **What is the VDBC?**

The VDBC, or the Virginia Date of Birth Confirmation, is an application system provided by the Office of the Executive Secretary (OES) that is designed to enable organizations or businesses to search for and confirm a consenting individual's last name, date of birth, and last four digits of the social security number associated with criminal or traffic cases maintained in the general district court case management system and circuit case management system.

#### **How does the VDBC generally work?**

A registered VDBC user who enters the last name, full date of birth, and last four digits of the social security number of a consenting individual will be provided with a listing of any court records in relation to the individual for whom there is an identical match. All required information must be provided for VDBC to list results for a matching individual. The VDBC is designed to automatically enforce violations on users attempting to misuse it in order to obtain unknown, sensitive identifying information.

#### **What is the VDBC Privacy Policy?**

The VDBC Privacy Policy may be viewed in its entirety [here](#).

#### **What are the VDBC Terms and Conditions of Use policies?**

The VDBC Terms and Conditions of Use policy may be viewed in its entirety [here](#).

#### **What is required to access the VDBC?**

A subscriber organization is one that 1) has registered with the State Corporation Commission (SCC) to do business in Virginia; 2) has provided OES its SCC identification number and Employer Identification Number; and 3) has received notification from OES that the registration process has been successfully completed.

#### **How can I register to use the VDBC?**

Navigate to the VDBC Account Request screen [here](#) to begin the registration process.

#### **Can I manage the VDBC access of all users within my organization or business?**

Yes, the administrator, who is the person designated to act on behalf of the subscriber, can add, delete, and manage other users within the organization.

#### **What are violations and how are they determined?**

A violation is any user activity detected that violates the VDBC's [Terms and Conditions of Use](#) policy. Violations will cause the system to automatically enforce various actions, including implementation of temporary bans of individual, or all, users associated with your organization or business, or permanent bans of your entire organization or business from access to the VDBC.

#### **What can I do if the VDBC has temporarily banned my account, the account of another user, or my entire organization or business?**

Notifications sent via email will inform all administrators within your organization or business of the duration of any temporary ban. Temporary bans cannot be appealed and users must wait until the temporary ban has expired before resuming use of the VDBC.

**What can I do if the VDBC has permanently banned all accounts with my entire organization or business?**

Notifications sent via email will inform all administrators within your organization or business of any permanent ban. A permanent ban can only be lifted following a successful appeal of the ban. See the next question in this FAQ for more information.

**How do I appeal a permanent ban on my organization or business?**

An appeal of a permanent ban may be made to the Executive Secretary to the Supreme Court of Virginia. Such appeal should be made within a reasonable period of time after the implementation of the ban, and shall include the reasons the organization user or organization believes the permanent Ban should be lifted, including any relevant documentation supporting the lifting of the ban.