# CV – National Service Criminal History Check (NSCHC) Steps Checklist

Follow these steps to clear individuals BEFORE they start.

* Get written consent from candidates to perform checks. Document understanding that his or her position is contingent on eligibility determined by the results of the NSCHC (maintain documentation) [*My AC* application; program’s own application].
* Verify identity through government-issued photo identification (maintain documentation).
* Determine check types**. Remember California Volunteers requires all 3 checks are cleared prior to start, on everyone, regardless of access to vulnerable populations** [1) State of Cal. 2) fingerprint-based FBI 3) NSOPW.gov [plus state of residence if applicant resides outside California at the time of application submission].
* Select sources. When going through a vendor; make sure you are getting results from CNCS-approved sources. For California, the sole approved repository is the California Dep’t. of Justice (DOJ). Document the source of your checks (website, DOJ, vendor, etc.) [You must thoroughly vet vendors and document that they are meeting requirements – see CNCS’ *NSCHC FAQs* - Jan. *2016* regarding vendors].
* Perform a free, nationwide check for sex offenses on NSOPW.gov (maintain documentation – print screen of the results. Be sure all states and territories are reporting. Any ‘hits’ must be printed and resolved, with notes to show they were cross-checked and you determined they aren’t your applicant). If your applicant is on the registry they are ineligible for service.
* Initiate and pay for State(s) and a fingerprint-based FBI checks (maintain documentation).
* Receive and consider check results per CNCS requirements and your own program policy for eligibility.
* If the results would disqualify your applicant, provide opportunity to review/ challenge findings. Be mindful of Civil Rights laws. Document that you did so.
* Once a clearance decision has been made, document it along with the date, name and signature of the custodian of record.
* Remember no hours can be served (by members) and no time charged to the AC grant (staff) until ALL 3 CHECKS ARE CLEARED.
* Maintain results, while providing confidentiality. California law prohibits the results to be shown to others, including CNCS / CV. CNCS has a Pre-Approved Alternative Search Procedure (ASP) for this, but it states you must document the limitation in writing in each file, and have carefully documented that all of the above steps were done appropriately. The CV’s *California AmeriCorps State* *NSCHC Verification Form* includes this.
* Use CV’s *California AmeriCorps State* *NSCHC Verification Form* to ensure all of the above information is documented on one form. Place a copy in each staff/member file.
* Transfer this information to your CV Background Check Tracker Form.
* Sign up for CNCS email updates to stay updated on the requirements on the Knowledge Network: http://www.nationalservice.gov/resources/criminal-history-check