# **California AmeriCorps State National Service Criminal History Check Verification Form**

In accordance with the Federal Rule outlined in the Federal Register, and CaliforniaVolunteers policy, all AmeriCorps applicants and staff must be cleared through the state criminal registry (DOJ), Federal Bureau of Investigation (FBI), and National Sex Offender Public Website (NSOPW.gov) in order to be eligible to serve or work for any AmeriCorps program.

**All 3 checks must be completed, the results considered, and the potential AmeriCorps member/staff cleared prior to any hours served or time spent on the grant.**

Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Applicant Information**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last

**Type of Govt.-Issued Photo ID** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ID #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Passport, driver’s license, or state ID with a photo only. Birth Certificates and Social Security Cards are not acceptable documentation)

[ ] Potential staff [ ] Potential AC Member

[ ] *Check here if the applicant is an AmeriCorps Member beginning a consecutive term in this program with less than 120 days break in AmeriCorps service. (Include prior check dates and RE-RUN the NSOPW.gov check). All others must have all new checks done.*

Date of First Day of Service or Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2**. State Criminal Registry Check** Date Initiated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Cleared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Source of Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **Non-resident of California:** [ ] Yes [ ] N/A

 Date Initiated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Cleared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Source of Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. **Fingerprint-based** Date Initiated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Cleared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **FBI Criminal Background Check** Source of Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. **NSOPW.gov** [ ] printscreen of results is in member/staff file Date Cleared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_ Any and all ‘hits’ on NSOPW.gov were investigated by checking the offender photo/info (i.e., name, DOB) against that of the potential member/staff, and deemed not to be the applicant.**

The program understands that enrollment in AmeriCorps is contingent on the program's review of the applicant's criminal history (if any), and the program will provide applicants with the opportunity to review and challenge the results before any action is taken. The program has prior, written authorization from the applicant to conduct the state criminal registry check and FBI fingerprint check and is authorized to share the results of that check within the program, as deemed appropriate. The program has in place confidentiality safeguards for any information relating to the criminal history record check, consistent with the authorization provided by California Law.

The program certifies that it has conducted the required checks in accordance with the AmeriCorps National Service Criminal History Check Policy, CNCS and California Volunteers’ Policy, and has documentation of the results (unless precluded by state law), and considered the results in selecting the applicant for participation in AmeriCorps.

Our program is prohibited by California Law Penal Code Sections 11105 and 13300 from sharing actual results with others, including CaliforniaVolunteers and the Corporation for National and Community Service. This serves as a record of the check process and clearance decisions performed in accordance with the aforementioned regulations.

Custodian of Record Name:

Signature of Custodian of Record Date