

## **National Service Criminal History Check – Vendor Assessment and Documentation**

Vendor products may address all or some of the components of the National Service Criminal History Check. If the vendor's product deviates from the National Service Criminal History Check procedures, you may not use the vendor for that component. Evaluate your Vendor's product as follows:

### **1. NSOPW**

- a. Does the vendor access the NSOPW website (nsopw.gov) and conduct a nationwide search?
  - i. Does the vendor have a process for ensuring that if a link between the NSOPW and the state, tribe, or territory is temporarily down, that a result is not returned to you before the NSOPW check returns results from all states, tribes, and territories?
- b. Does the vendor compare a government-issued photo ID of the individual with the photos generated as a result of the search?
- c. Does the vendor have a mechanism for clearing name based hits?
- d. Will the vendor provide results on the NSOPW findings?

### **2. State Criminal History Check Components**

- a. Does the vendor obtain state criminal history information from the CNCS designated source in every state?
  - i. Is the vendor's access to information shorter than the timeframe for which data is maintained at the designated source? (For example does the vendor limit the data pull to 7 years or any other restricted amount. – This would not be acceptable.)
  - ii. Will the vendor provide you with the actual results returned to it by the designated source for your organization to adjudicate?

### **3. FBI Fingerprint National Criminal Background Check Component**

- a. Does the vendor submit fingerprints to the FBI through a CNCS designated source? (If directly getting checks through the FBI then ASP required by CNCS)
- b. Will the vendor provide you with the actual results returned by source?

### **4. General Information**

- a. Does the vendor maintain records for the timeframe required under the grant?

### **Recommended Documentation to Keep on File**

1. Identify the check components for which you will use a vendor's product.
2. Identify from what source the vendor obtains data to provide results for each component. Match them to the CNCS designated sources.
3. Identify whether the vendor will provide you the results or adjudicate the results for you based on criteria for eligibility. If the vendor is only giving you a clearance letter and you do not review the actual results in order to choose the candidate you need a written agreement in place with the vendor.
4. If the vendor is responsible for maintaining records, confirm that the vendor keeps records as long as required under the grant.

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Please note that Social Security searches, Credit reports, Motor Vehicle reports and other common vendor offerings are not relevant to the National Service Criminal History Check. Your organization may choose to purchase these options for other reasons. Subject to state and federal civil rights and nondiscrimination laws, your organization has the discretion to identify additional eligibility criteria based on other offenses.