# 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 #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Exp Date**\_\_\_\_\_\_\_\_\_\_\_\_\_

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

[ ] Potential AC Member [ ] Staff (all staff listed on budget must be checked)

[ ] *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 (note prior check dates below, and RE-RUN the NSOPW.gov check). All others must have all new checks done.*

Date of First Day of Service or Employment/Time charged to an AC grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

3. **Non-resident of California:** [ ] Yes [ ] N/A State of Residence at time of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Source of Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CNCS-approved state repository)

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

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

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

[ ] signed/dated by reviewer 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. ALL states and territories were reporting or are included.**

The program understands that enrollment in AmeriCorps is contingent on the program's review of the applicant's criminal history (if any), and 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 all required checks in accordance with the CNCS AmeriCorps National Service Criminal History Check Policy, California Volunteers’ Policy, the Program’s internal 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 outside entities, 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.

Certifying Official Name:

Signature of Certifying Official Date Results Reviewed and Clearance Decision Made

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

**Follow these steps to clear individuals BEFORE they start. This includes ALL staff and AmeriCorps members working or serving on an AmeriCorps grant (CNCS or match-funded --See Contract Exhibit H for more detail)**

* Get written consent from candidates to perform checks. Document understanding that selection is contingent on eligibility determined by the results of the NSCHC (maintain documentation of this in file)
* Verify identity through government-issued photo identification (maintain documentation). Note name as it appears on I.D. and the expiration date on *CV NSCHC Verification* form.
* Determine check types**. Remember California Volunteers requires ALL 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 4) State of Residence if applicant resides outside California at the time of application submission.
* Select compliant sources. You must use CNCS-approved repositories. For California, this is the California Dep’t. of Justice (Cal DOJ) which can provide you with both the state and FBI check. For other states, check the CNCS website for the most up to date list - https://www.nationalservice.gov/resources/criminal-history-check/StateCheckGuidance. NSOPW.gov is the only approved source for the NSOPW check. Document the source of your checks (website, Cal DOJ, vendor, etc.) on the verification form.
* Be careful if using a vendor: You must thoroughly vet vendors and document that they are meeting these requirements – see CNCS’ *NSCHC Vendor Guide* on CV Grantee Central. Vendors rarely can meet the requirements.
* Perform a free, nationwide check for sex offenses on **NSOPW.gov (print screen of the results, sign, and place in the member’s file).** 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. Anyone on the registry is ineligible for service. **Note that returning members MUST have NSOPW checks re-run every year, even if there is no break in service.**
* Initiate and pay for State(s) and a fingerprint-based FBI check (maintain documentation). Document the dates on the reverse of this form.
* Receive and consider check results per CNCS requirements and your own program policy for eligibility. Keep results in a secure place. Document the date(s) results were considered and cleared on the reverse of this form.
* If the results would disqualify your applicant, provide opportunity to review/ challenge findings. Be mindful of Civil Rights laws. Document having done so.
* **Use CV’s *California AmeriCorps State* *NSCHC Verification Form* to ensure all of the above information is documented on one form.** The individual who reviews results & makes the clearance decision should sign and date the bottom of the form. **This date must be prior to the member / staff start on the grant**.
* **Place a copy of the form in each staff/member file.** Note: Other than NSOPW printout, never keep actual criminal history results (aka. Rap sheets) in a member’s file, unless they are in a locked filing cabinet. Do not submit them to CV. Supporting documentation such as an email from HR can be included if it does not reveal specific criminal history details.
* California law prohibits the results to be shown to others, including CNCS / CV. CNCS has a Pre-Approved Alternative Search Procedure (ASP) for this, which states you must document the limitation in writing in each file, and have carefully documented that all steps were done appropriately. CV’s *California AmeriCorps State* *NSCHC Verification Form* was designed to satisfy this.
* **Remember no hours can be served/counted (by AC members) and no time charged to the AC grant (staff) until ALL CHECKS ARE CLEARED.**
* Transfer the CHC information for each individual selected, to your CV Background Check Tracker Form. **Don’t forget any new staff or Site Supervisors listed on your budget on either the grantee or match side!** *California Volunteers’ Grantee Central has a criminal history checks section with trainings and all above referenced resources.*