

# Criminal Record Check Verification Form

The Corporation for National and Community Service (CNCS) has established the following provision:

“Programs with members (18 and over) or grant-funded employees who, on a recurring basis, have access to children (usually defined under state or local law as un-emancipated minors under the age of 18) or to individuals considered vulnerable by the program (i.e. the elderly or individuals who are either physically or mentally disabled), shall, to the extent permitted by state and local law, conduct criminal background checks on these members or employees as part of the overall screening process.

The grantee must ensure, to the extent permitted by state or local law, that it maintains background check documentation for members and employees covered by this provision in the member or employee’s file or other appropriate file. The documentation must demonstrate that, in selecting or placing an individual, the grantee or the grantee’s designee (such as a site sponsor) reviewed and considered the background check’s results.”

- 2007 AmeriCorps EAP Award Program Grant Provisions (Effective May 29, 2007), page 8 and 9

(Site Supervisor is required to fill out this form completely)

This form is to verify that \_\_\_\_\_ submitted and  
member name  
successfully completed a Criminal Record Check on \_\_\_\_\_ to  
date completed  
serve as an AmeriCorps member and a Students in Service (SIS) participant at the service site listed below. An SIS coordinator will be notified immediately of any criminal record information.

A physical copy of the Criminal Record Check is stored in the following area:

\_\_\_\_\_ and can be retrieved and reviewed at any time.

Site Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Service/Volunteer Site: \_\_\_\_\_

College/University: \_\_\_\_\_

**For help completing this request and for general information on criminal record checks, please consider accessing the following State/Highway Patrol and Department of Justice websites in your state:**

California – <http://caag.state.ca.us/fingerprints/security.htm>

Hawaii – <http://www.state.hi.us/hcjdc/>

Idaho – <http://www.isp.state.id.us/identification/index.html>

Oregon – [http://www.oregon.gov/OSP/ID/about\\_us.shtml](http://www.oregon.gov/OSP/ID/about_us.shtml)

Montana – <http://www.doj.state.mt.us/enforcement/backgroundchecks.asp>

Washington – <http://www.wsp.wa.gov/crime/crimhist.htm>

Alaska – <http://www.dps.state.ak.us/statewide/background/index.asp>