



North Dakota State Commission
Criminal History Check Procedures (Program Year 2018-2019)

Print Name of Applicant: _____

Check one box: [] AmeriCorps Applicant [] Program Employee – Grant or Grant Match Funded

Applicant/Employee will have recurring access to vulnerable populations (children age 17 or younger and/or persons age 60 or older, and/or individuals with disabilities): [] Yes [] No

Initial / Date

- 1. Verified the applicant's identity by documenting the examination (signing and dating a photocopy) of their government-issued photo identification (ID)
2. Obtained prior written consent that is signed and dated by the applicant to conduct the state(s) and FBI criminal background checks.
3. Documented the applicant's understanding that their final selection to the AmeriCorps program is contingent upon passing the Corporation for National and Community Service's (CNCS) and organization's policy regarding acceptable criminal history check results.
4. Conducted the National Sex Offender Public Website (NSOPW) check before the applicant began work or service, orientation and training, and documented the results with either a dated screenshot or dated screen print, including a dated 'no hits found' result.
5. National Sex Offender Public Website: All hits relating to the applicant's name have been resolved. Documentation resolving the hits are also noted by a (signed, dated and review/clear statement) on the dated NSOPW screen print and maintained in the applicant/member file.
6. Initiated the criminal registry check before the applicant began work or service, orientation and training, and documented the initial request and date, the results, and the date the results were received.
7. Initiated the FBI fingerprint check before the applicant began work or service including orientation and training, and documented the initial request and date, the results, and the date the results were received.
8. Documented by date and signed statement, that the criminal history background check results were received and reviewed and used in making a final determination as to the eligibility of the member to continue service in the AmeriCorps program beyond the pending/accompaniment period.
9. Maintained the NSOPW and criminal history check results in a secure file to afford confidentiality of any information relating to the criminal history check.
10. If applicable, provided a reasonable opportunity for the applicant to review and challenge the factual accuracy of a result before official/final action was taken to exclude the applicant from the position. Notification of review opportunity is in the applicant's file.
11. Ensured that an applicant, for whom required State criminal check and/or FBI fingerprint check results are pending, will only be permitted to have access to vulnerable populations in accordance with CNCS documented accompaniment policies.

The undersigned certifies that the items checked above have been completed and complied with in accordance with all related federal and state regulations and procedures

Signature of Reviewer _____ Date _____

Printed Name and Title of Authorized Program Staff Representative