



Criminal History Check Procedure

In an effort to make completing all required criminal history checks as easy as possible for every AmeriCorps Member please follow the steps listed below. Remember that all three components of the criminal history check need to be completed before a Member can begin service.

The three checks are:

- Statewide Criminal History Check (through the Corporation designated state repository) for both state of residence (campus location) and state where service site is located. If the statewide check is not covered by an ASP, use EBI's JOne system.
- FBI Criminal History Check. If the FBI check is not covered by an ASP, submit electronic fingerprints using the livescan machine to Accurate Biometrics.
- NSOPW (National Sex Offender Public Website).

Begin by checking the *Criminal History Check Approved ASPs by Program* spreadsheet to see if the statewide and/or FBI criminal history checks are already completed due to an approved ASP (Alternative Search Protocol) for your program. Follow the steps listed below that match your scenario.

Scenario 1: Both the statewide check and the FBI check are covered by an approved ASP that allows the program to use pre-existing checks as the approved AmeriCorps check.

- a. Record the date that the checks were completed on the "Criminal History Check Verification Form." This information should be available to you from your department or campus. Be sure to check off both the statewide check and the FBI check with the correct date for each respective check.
- b. Be sure that both checks have occurred within one year of the Member's Compact Service Corps official enrollment date. If the statewide check was completed more than one year prior, complete a new statewide check through EBI. If the FBI check was completed more than one year* prior, complete a new FBI check through Accurate Biometrics. If a new FBI check is completed through Accurate Biometrics AND a statewide check will NOT be completed with EBI, the FBI report should be faxed to Gosia at 303-964-5299. *If your campus is located in Arizona AND your Member holds a valid clearance card, the ASP covers the pre-existing criminal history check even if the check is older than one year. *If your campus is located in Colorado AND you are enrolling Teacher Education Members whose checks were completed by Colorado Bureau of Investigation, the ASP covers the pre-existing criminal history check even if the check is older than one year.
- c. The pre-existing statewide check ONLY applies to the state in which your campus is located. If the Member either lives in another state OR the service site placement is located in another state, an additional statewide check needs to be completed for the second state through EBI. If a statewide check is completed through EBI AND a new FBI check needs to be completed, the results of the FBI report should be uploaded to EBI AFTER the statewide check is initiated.

- d. Complete the NSOPW (the instruction manual can be found on the Compact Service Corps website: http://www.ccmountainwest.org/sites/default/files/completing_the_nsopw_0.pdf). Print a copy of the report for the Member's file and send a copy to csc@ccmountainwest.edu.
- e. Complete Coordinator "Criminal History Check Verification Form" by filling in the ASP number, entering the dates each check cleared and signing.

Scenario 2: The statewide check is covered by an approved ASP, but the FBI check is not covered and needs to be completed.

- a. Record the date that the statewide check was completed on the "Criminal History Check Verification Form." This information should be available to you from your department or campus. Be sure to check just the statewide check box on the form.
- b. Make sure the statewide check has occurred within one year of the Member's Compact Service Corps official enrollment date. If the statewide check was completed more than one year* prior, complete a new statewide check with EBI. *If your campus is located in Arizona, AND your Member holds a valid clearance card, the ASP covers the pre-existing criminal history check even if the check is older than one year. *If your campus is located in Colorado AND you are enrolling Teacher Education Members whose checks were completed by Colorado Bureau of Investigation, the ASP covers the pre-existing criminal history check even if the check is older than one year.
- c. The pre-existing statewide check ONLY applies to the state in which your campus is located. If the Member either lives in another state OR the service site placement is located in another state, an additional statewide check needs to be completed for the second state through EBI.
- d. To complete the FBI check for your Compact Service Corps Member, submit an FBI criminal history check request to Accurate Biometrics. If a statewide check will NOT be completed with EBI (i.e. the Member is serving in the same state where they reside), fax a copy of the FBI report to Gosia at 303-964-5299. If a statewide check is completed through EBI [i.e. a second statewide check is required (first statewide check covered through ASP)], the results of the FBI report should be uploaded to EBI AFTER the statewide check is initiated using the secure FTP upload. EBI must have a record for the Member to attach the FBI report.
- e. Complete the NSOPW (the instruction manual can be found on the Compact Service Corps website: http://www.ccmountainwest.org/sites/default/files/completing_the_nsopw_0.pdf). Print a copy of the report for the Member's file and send a copy to csc@ccmountainwest.org.
- f. Complete Coordinator "Criminal History Check Verification Form" by filling in the ASP number, entering the dates each check cleared and signing.

Scenario 3: The FBI check is covered by an approved ASP, but the statewide check is not covered and needs to be completed.

- a. Record the date that the FBI check was completed on the “Criminal History Check Verification Form.” This information should be available to you from your department or campus. Be sure to check just the FBI check box on the form.
- b. Make sure the FBI check has occurred within one year of the Member’s Compact Service Corps official enrollment date. If the FBI check was completed more than one year* prior, complete a new FBI check with Accurate Biometrics. Once the statewide check has been initiated with EBI, upload the results of the FBI report to EBI using the secure FTP. *If your campus is located in Arizona, AND your member holds a valid clearance card, the ASP covers the pre-existing criminal history check even if the check is older than one year. *If your campus is located in Colorado AND you are enrolling Teacher Education Members whose checks were completed by Colorado Bureau of Investigation, the ASP covers the pre-existing criminal history check even if the check is older than one year.
- c. To complete the statewide check(s) for your Member, submit a check request to EBI (the instruction manual can be found on the Compact Service Corps website under the “Coordinators” tab)
- d. The NSOPW will be completed by EBI along with the request for the statewide check.
- e. Complete Coordinator “Criminal History Check Verification Form” by filling in the ASP number, entering the dates each check cleared and signing.

Scenario 4: The Member’s program is not covered by an ASP. Both the statewide and FBI background checks need to be completed.

- a. To complete the statewide check(s) for your Member, submit a check request to EBI (the instruction manual can be found on the Compact Service Corps website under the “Coordinators” tab)
- b. The NSOPW will be completed by EBI along with the request for the statewide check.
- c. To complete the FBI check for your Compact Service Corps Member, submit an FBI criminal history check request to Accurate Biometrics. The instruction manual is posted on the Compact Service Corps website.
- d. Once the statewide check has been initiated with EBI, upload the results of the FBI report to EBI using the secure FTP. The instruction manual is posted on the Compact Service Corps website.
- e. Complete Coordinator “Criminal History Check Verification Form” by entering the dates each check cleared and signing.