



# Corps Network Education Award Program National Service Criminal History Check Consent & Disclosure Form

Will this AmeriCorps Member will have recurring access to vulnerable populations (children 17 and under, persons age 60 or older, and/or individuals with disabilities)?  Yes  No

If no, the member only needs the two part check: NSOPW and state repository or FBI fingerprint

If yes, the member needs the three part check: NSOPW, state repository and FBI fingerprint

\* \* \* \* \*

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

State of Residence: \_\_\_\_\_ State of Service: **California**

I, (**print** legal name legibly, include middle name)

\_\_\_\_\_  
**Last Name** **First Name** **Middle Name**

**Maiden Name or Alias**

hereby authorize the California Conservation Corps to conduct a criminal history background check on me. I understand that selection into the program/hiring by the program is contingent upon the review of my criminal history. I also understand that I will be given an opportunity to review and challenge the factual accuracy of a result before action is taken to exclude me from the program or from this grant-funded staff position. I understand that any information relating to the criminal history check will be kept confidential and will only be shared with authorized staff, possibly including Partner Organization personnel.

I have provided a government issued ID verifying my name as stated above.

Corpsmember Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Authorized Education Award Staff:**

Identity of the above applicant was verified by examining government issued photo identification. The Social Security Number has also been verified.

NSOPW search was performed on \_\_\_\_\_ **prior to considering** the prospective member and no hits were returned for this name-based national search. A dated print out of the results has been put into his/her file.

NSOPW - a state or states were unavailable at that time. Individual state checks were run for those states and the dated print out of results has been put into his/her file.

NSOPW search produced name-based hits and all were checked and determined that there was no match with this applicant, who is allowed to serve. A dated print out of the results has been put into his/her file.



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State check(s) was/were CLEARED on \_\_\_\_\_ by email verification from CCC Recruiter or report from CCC Recruitment Database. CCC corpsmembers may not be enrolled into the EAP Program unless they have CLEARED the state repository check through the California Department of Justice.

State Repository (or CNCS approved ASP through TCN) criminal history check(s) **was/were initiated on or before the member's start date in accordance with our written Criminal History Check Policy** and the results were considered in the selection of the applicant. These results have been put into a separate and secure file.

FBI check was CLEARED on \_\_\_\_\_ by email verification from CCC Recruiter or report from CCC Recruitment Database. CCC corpsmembers may not be enrolled into the EAP Program unless they have CLEARED an FBI check processed through the California Department of Justice.

FBI Fingerprint check through the State Repository or CNCS approved FBI Channeler **was initiated on or before the member's start date in accordance with our written Criminal History Check Policy** and the results were considered in the selection of the applicant. These results have been put into a separate and secure file.

Based on the findings, the applicant **was accepted into** a covered AmeriCorps member position.

Based on the findings, the applicant **was excluded** from participating in AmeriCorps as a member and exited from the program with no award (if already enrolled while awaiting results).

Due to non-disclosure from the member on their application and the search(es) resulting in one or more findings, the member has been exited with no award.

Printed Name/Title of Staff: \_\_\_\_\_

Authorized Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To conduct a NSOPR search**, go to [www.nsopw.gov](http://www.nsopw.gov). Click on "Search for Sex Offenders" on the left, **agree** to the Conditions of Use, **type in the secret code** on the screen. On the next webpage, enter the Corpsmember's **full last name** as appears on birth certificate in the first box, and first name (enter middle name here as well) in the second box, and hit **Search**. Print the webpage with the results. The printout must have a date stamp, generated by the computer. If there are hits you must print out ALL pages and write on the first page "I verified that these \_\_\_ (# of hits printed) hits are not \_\_\_\_\_ (Corpsmember's name)," and sign. Place in the member file.

***If there are hits that match, send to CMD Manager at CCC HQ to decide eligibility.***

**Important Note:** Look at the top of the first printed page to make sure a state or territory's system isn't down. This will be listed it toward the top of the printout. If a state or territory is not available, you may use the NSOPR check printout and the member may begin serving (as long as the state not available is California or the state where the corpsmember resided when applying for the program). However, for good measure, you should re-run this check within a week to make sure they clear all states and territories. **Put all results in the member's file.**