

## National Service Criminal History Check (NSCHC) Documentation Checklist

1.	Name of individual in covered position		
2.	Recurring access to vulnerable populations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Start Date		

#### 4. Verification of identity

Photocopy/scan of government-issued ID (driver's license or passport) attached

-----or-----

ID type:

ID number:

Expiration:

#### 5. Written Consent

Scanned or attached consent from candidate agreeing to undergo checks and confirming that the candidate understands selection is contingent upon the outcomes of the checks.

#### 6. National Sex Offender Public Website ([www.nsopw.gov](http://www.nsopw.gov))

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

- Screenshots or printout of results from National Sex Offender Public Website (NSOPW) that clear your candidate.
- If the NSOPW search returns any results, include documentation that shows that your candidate is not one of those listed.
- If any registries were not reporting at the time of your search, documentation that you either searched the nonreporting registry directly or conducted a second NSOPW search when the registry was present.

#### 7. Records Checked

##### (a) State Checks

<b>State of Service:</b>	Source:
Initiation Process:	
Date Initiated:	Date Completed:
<b>State of Residence:</b>	Source:
Initiation Process:	
Date Initiated:	Date Completed:

-----and/or-----

##### (b) FBI Checks

Date Initiated:	Date Completed:
Initiation Process:	

#### 8. Accompaniment

- Attach documentation of each instance of accompaniment during service or work with vulnerable populations when required. Record the date, time, location, and name of person who provided accompaniment.
- Ensure person who provided accompaniment has been cleared in their position.

#### 9. Alternative Search Procedures (ASP) or Exemptions

- This individual was cleared using an ASP or exemption. Briefly describe how the approved process differs from the standard required NSCHC process below. Include the ASP or exemption reference number. (For example, "ASP-2016-001".)

#### 10. Consideration of results

- I have reviewed and considered the results of these checks and certify that this individual is eligible for work or service.

\_\_\_\_\_  
Signature of Selecting Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Selecting Official

## Guidance and Supporting Documentation

Field by Field Guidance	Documentation
<p><b>1. Name of Individual:</b> Enter the name of the individual in a covered position. This name should match exactly what is on his/her government-issued identification.</p>	See "Verification of Identity Below."
<p><b>2. Recurring Access to Vulnerable Populations:</b> "Recurring" access is the ability on more than one occasion to approach, observe, or communicate with a person, through physical proximity or other means, including but not limited to, electronic or telephonic communication. Recurring access is typically a regular, scheduled, and anticipated component of a person's service activities. Essentially, if you know access is going to occur, it is recurring access, even if it is relatively infrequent.</p>	This should be documented in the individual's Position Description.
<p><b>3. Start Date:</b> This is the date an individual in a covered position will begin accumulating hours to be charged to a CNCS-funded grant. It may include orientations, trainings, or other activities that might be considered "pre-service" from a programmatic perspective.</p>	A sign-in log or transaction record of the first instance where an individual begins accumulating hours for a salary, stipend, living allowance or education award from a CNCS-funded program (including federal share and match).
<p><b>4. Verification of Identity</b></p>	<b>EITHER</b> a photocopy of a government-issued ID, with their name and ID number legible <b>OR</b> the key information noted on the Documentation Checklist (ID type, ID number and expiration). You should also verify that the name in (1) above is exactly as it appears on this ID.
<p><b>5. Written Consent</b></p>	A completed consent form including a signed statement from the candidate agreeing to undergo checks and that the candidate understands that selection is contingent on results.
<p><b>6. National Sex Offender Public Website</b></p>	<ol style="list-style-type: none"> <li>1. The full, dated results of a nationwide search using the name on the individual's government-issued ID.</li> <li>2. Verification that you have confirmed any results are not your candidate.</li> <li>3. Any additional results needed due to registries that were not reporting at the time of the search.</li> </ol>
<p><b>7. Records Checked</b> As of April 21, 2011, individuals with recurring access to vulnerable populations require both state checks and FBI checks. Those with episodic or no access to vulnerable populations require EITHER state checks OR an FBI check. For earlier requirements, see "Effective Dates" on the <a href="#">Knowledge Network</a>.</p> <p><i>7(a) State Checks</i> State checks consist of 1) a search of the official criminal history repository in the state in which an individual will serve ("state of service") and 2) a search of the official criminal history repository in the state in which someone physically resides at their time of his or her application to begin work or service on a CNCS-funded grant ("state of residence"). A list of official repositories and approved alternatives is available on the <a href="#">Knowledge Network</a>. You must choose a process that you will consider initiation and document that process in your policies and procedures. You must document that initiation has occurred no later than the first day of work or service.</p>	<p>For each state and FBI check:</p> <ul style="list-style-type: none"> <li>• Documentation of the initiation date of the checks.</li> <li>• Documentation of the source of the checks.</li> <li>• The results of each check and documentation that you considered the results (such as a notation directly on the results).</li> </ul> <p>For the state of residence check (if applicable):</p> <ul style="list-style-type: none"> <li>• Documentation of the state in which an individual physically resides at the time of application to begin work or service on a CNCS-funded program.</li> </ul>

<p><b>7(b) FBI Checks</b></p> <p>FBI Checks are fingerprint-based searches of the FBI’s national criminal history database. In most cases, organizations will receive these from their state repositories, the same bodies discussed in 7(a) above. If you cannot successfully obtain an FBI check from your state repository, you may use Fieldprint, a contractor secured for this purpose by CNCS. All other routes for obtaining FBI checks require an alternative search procedure. See “FBI Check” on the <a href="#">Knowledge Network</a> for more information. You must choose a process that you will consider initiation and document that process in your policies and procedures. You must document that initiation has occurred no later than the first day of work or service. See CNCS’s Guidance on State and FBI checks for more information on initiation, including examples.</p> <p><i>A Special Note on the Use of Vendors:</i></p> <p>Vendors may be able to help your organization obtain certain kinds of checks quickly and easily. However, many vendors are not able to comply with the NSCHC requirements fully, due to regulatory restrictions in certain states. As a result, you must thoroughly vet and document a vendor’s ability to comply with the NSCHC requirements and conduct any components that a vendor cannot conduct compliantly yourself.</p>	<p>If you use a vendor for any component of these checks:</p> <ul style="list-style-type: none"> <li>• Documentation of the compliance of those vendor checks. See “Vendor Guidance” on the <a href="#">Knowledge Network</a> for more information.</li> </ul>
<p><b>8. Accompaniment</b></p> <p>An individual whose state and FBI checks are pending cannot be in the presence of vulnerable populations without being in the physical presence of someone who has been cleared for such access. This could include both individuals cleared through the NSCHC process and others cleared by the nature of their employment. Accompaniment can cease when either an FBI check or the state checks (including both state of residence and state of service checks, when applicable) clear.</p>	<p>A log of the dates, times and person doing the accompaniment for each instance when an individual was in the presence of vulnerable populations before either an FBI check or the state checks clear.</p> <p>You may retain documentation of the qualifications of the person providing accompaniment elsewhere. For example, if one person or category of persons provides accompaniment to all volunteers, you may maintain this in one place for the whole program.</p>
<p><b>9. ASPs or Exemptions</b></p>	<p>Include a copy of the approval letter for any ASP or exemption applicable to this file. Follow all documentation requirements stated in the approval, including if you are using a pre-approved ASP.</p>
<p><b>10. Consideration of Results</b></p>	<p>Complete this section of the form at the end of the NSCHC process to certify that an individual is eligible for work or service.</p>

**Recommended File Structure:**

See above for more information on what documentation should be included for each component.

- A. NSCHC Documentation Checklist
- B. Documentation of Start Date
- C. Verification of Identity
- D. Documentation of Consent
- E. National Sex Offender Public Website Results, including the dates conducted, documentation that results were reviewed and the results of any additional searches conducted
- F. State of Service Check, including documentation of dates initiated, source, results, and consideration of results
- G. (If applicable) State of Residence Check, including documentation of dates initiated, source, results, and consideration of results
- H. (If applicable) FBI Check, including documentation of dates initiated, source, results, and consideration of results
- I. Accompaniment
- J. ASPs/Exemptions