

# NSCHC Steps Checklist



Name: \_\_\_\_\_

Date	Steps	Notes
	Verify identity through government-issued photo identification (maintain documentation). Determine state of residence.	
	Get written consent from candidates to perform checks (maintain documentation)	
	Document candidate’s understanding that his or her position is contingent on eligibility determined by the results of the NSCHC (maintain documentation)	
	Determine check types. Access to vulnerable populations will determine components of the NSCHC needed <ul style="list-style-type: none"> <li>• Recurring access to vulnerable populations? (under 17, over 60, people with disabilities) – all checks required</li> <li>• Episodic access to vulnerable populations? NSOPW AND either State or FBI</li> <li>• Is state of residence different than state of service (i.e residence is not Washington State). If yes, then State check must be conducted with that state</li> </ul>	
	Select sources. When going through a vendor; make sure you are getting results from CNCS-approved sources. <ul style="list-style-type: none"> <li>• NSOPW: <a href="http://www.nsopw.gov/?AspxAutoDetectCookieSupport=1">http://www.nsopw.gov/?AspxAutoDetectCookieSupport=1</a></li> <li>• Fingerprints               <ul style="list-style-type: none"> <li>○ City of Ferndale – Police department <a href="http://www.ferndalepd.org/records.html#fingerprinting">http://www.ferndalepd.org/records.html#fingerprinting</a></li> <li>○ City of Bellingham – Police department <a href="http://www.cob.org/services/safety/police/fingerprinting.aspx">http://www.cob.org/services/safety/police/fingerprinting.aspx</a></li> <li>○ Whatcom County – Sheriff department <a href="http://www.whatcomcounty.us/sheriff/records/fingerprinting.jsp">http://www.whatcomcounty.us/sheriff/records/fingerprinting.jsp</a></li> </ul> </li> <li>• State of Washington and FBI (Washington State Patrol): <a href="http://www.wsp.wa.gov/crime/chrequests.htm">http://www.wsp.wa.gov/crime/chrequests.htm</a></li> <li>• Other States- find source here: <a href="https://www.nationalserviceresources.gov/national-service-criminal-history-check-resources">https://www.nationalserviceresources.gov/national-service-criminal-history-check-resources</a></li> </ul>	
	Perform a free, nationwide NSOPW search <b>before candidate begins work or service</b> (Print out copy with results) <ul style="list-style-type: none"> <li>• Reminders: Conduct subsequent NSOPW checks if state(s) are not reporting with initial check</li> </ul>	
	Initiate and pay for additional check component(s). State(s) and/or FBI checks <b>must be ordered before candidate begins work or service</b> (maintain documentation)	
	<ul style="list-style-type: none"> <li>• State of residence/service check(s): <b>Note State(s) here and date submitted:</b> _____</li> <li>• FBI Check</li> </ul>	
	Provide accompaniment while checks are pending when service or work involves vulnerable populations (maintain documentation)	
	Document receipt date when check results arrive (maintain documentation)	
	Consider check results, as cleared candidates can now become fully instated (maintain documentation)	
	Cease accompaniment once a candidate has cleared the state or FBI check	
	Provide opportunity to review finding, being mindful of Civil Rights laws and particularly when negative results surface	
	Maintain results, while providing confidentiality	