

## **National Service Criminal History Check (NSCHC) Guidance Federal Bureau of Investigation (FBI) Check**

CNCS regulations require programs to conduct an FBI fingerprint check on all covered individuals with recurring access to vulnerable populations in addition to the required state check. Like the State checks, CNCS requires that FBI checks be initiated on or before the start of work or service. The “start of service” is the first day that hours may be logged for service or training.

You may use state designated repository to conduct an FBI search. A FBI check result, obtained through a State repository or other authorized recipient (AR), will not be a complete rap sheet, but an “adjudicated summary” which simply indicates pass or fail or a similar result based on the AR’s screening criteria.

Many State repositories provide checks which may include the FBI record check. If the repository does not offer FBI checks then you can obtain one directly from the FBI at an additional cost.

Most local law enforcement agencies offer fingerprinting services for a fee. In some States, the statewide repository offers an electronic fingerprinting network. Anyone who is appropriately trained can take the required fingerprints. Programs recommend taking several sets of prints when using ink-based fingerprints to reduce the risk that one or more prints will be rejected by the FBI.

While you wait for results, the individual must be accompanied in service to vulnerable populations and that accompaniment must be documented (in the timesheets). Accompaniment may cease upon review of EITHER the FBI check OR both state checks.

**Alternate Search Procedure for FBI Checks to use the Departmental Orders (DO) Method.** Under the DO method, individuals request their own record from the FBI. Programs that exercise this option must request approval of an Alternate Search Procedure (ASP) from CNCS. Individuals can ask the FBI for their own FBI record. These records arrive unscreened, presenting the full FBI database information. See: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks>. If the individual candidate obtains his/her own record from the FBI, it will either be a “no record found” result indicating that the individual’s fingerprints were not found in the FBI system or a rap sheet type result listing all reported offenses. Programs should become informed on the screening criteria used since more often than not, the criteria are more restrictive than CNCS requires.