



High Rocks AmeriCorps Project

National Service Criminal History Checks (NSCHC)



August 7th , 2015

Hello!

In order to continue processing your applications and entry into our program we will need all new members to complete the following sections before you arrive for orientation, *please* read carefully and complete **all** parts.

- I. Please read and complete the criminal history disclosure and criminal history release form on page 3 of this application.

Either mail your form to **High Rocks Educational Corporation, 195 Thompson Road, Hillsboro, WV 24946**, or sign in blue ink, scan, and email to shelby@highrocks.org.

- II. On your first day, please bring original copies or photo copies of:
 - a. Driver's License or other state issued ID
 - b. Social Security Card
 - c. Passport or birth certificate
 - d. High School Diploma or Official/Unofficial Transcript
- III. For those of you coming from another state we will need you to initiate a **fingerprint criminal history check** from your **state of residency** at the time you submitted your application (i.e. the local address listed on your AmeriCorps application) **prior to reporting for training on September 16th, 2015**. Do **not** request a FBI check if it is offered, you will do that here in WV. In most cases an on-line site such as beenverified.com **will not work**. In most cases going to your local state police department and following their procedures will work as long as the check utilizes a standard fingerprint card and submission to the approved repository in your state. Follow the instructions for getting a fingerprint check that your listed state repository gives you. Some still use fingerprint cards, but increasingly many are moving to live scans.

IMPORTANT you **must submit any and all documents, confirmations, and/or receipts** for these checks prior to your arrival to High Rocks. Please have the reports/results sent directly to High Rocks if possible, or to a trusted 3rd party who can get them to you if they arrive after you are in WV. We will reimburse you once we receive the proper receipts.



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- IV. Prior to the your first day at High Rocks, all of you will need to schedule and attend a **fingerprint background check WITH FBI check here in WV.**

Please go to www.identogo.com and schedule an appointment **prior to the day of orientation.** You must **schedule and attend** the appointment in **Ronceverte** or the closest location listed on the website **before** the orientation. Please follow the steps below to complete your fingerprint background check with FBI check in WV.

High Rocks Educational Corporation has an account with Identogo and you will **not** be charged. On the site you will:

1. Select **WV**
2. Select **Make an Appointment**
3. Select **NCPA/VCA** as type of check
4. Select **High Rocks Educational Corporation** as the agency
5. Select the **Ronceverte, WV** location.
6. You will need our account number: **WVB00T172**
7. **SAVE** the confirmation page and **EMAIL** it to shelby@highrocks.org (THIS IS REQUIRED)

***When you go to the appointment you will need to bring a valid driver's license.**

***Again, keep ALL your paperwork including record dates for each step of the process, when done, when received, etc., in case something goes wrong.**



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Please complete sections 1 and 2 below

THIS MUST BE RETURNED BEFORE YOU ARRIVE FOR ORIENTATION

1. Criminal History Disclosure

The first section is a disclosure of any criminal history, either misdemeanors or felonies on your record. Disclosure does not preclude acceptance in most cases. Failure to disclose will result in your removal from the program. If you have already disclosed any information in your initial application you may note that on the form and continue on.

I, _____, **have not** been convicted of any crime excluding traffic violations.

OR,

I, _____, have **previously and accurately** disclosed any criminal convictions on my AmeriCorps application

OR,

I, _____, **have** been convicted of a crime, excluding traffic violations, and am listing them here including offense, and State where it took place:

2. Criminal History Release

The second part gives your consent to perform background checks. Withholding consent will end the application/enrollment process. These are federal mandates. We will be checking state and federal sources for both criminal history and sex offender history prior to your start of service and enrollment in our program.

I, _____, hereby authorize High Rocks Educational Corporation to perform a criminal history check for purposes of evaluating whether I am qualified for the position for which I am selected. I understand that High Rocks Educational Corporation will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I understand that High Rocks Educational Corporation will conduct a check with my information on the National Sex Offender Public Website. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my enrollment in AmeriCorps service will not be processed further. I understand that the results of such a check will be held confidential, and I shall have the right to review the results and challenge their factual accuracy prior to any action being taken to preclude me from further consideration. I understand that my position is contingent on eligibility determined by the results of the National Service Criminal History Check.

Signature of Applicant

Date

Applicant's Name - Print



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National Service Criminal History Check Information & FAQs:

AmeriCorps projects, such as High Rocks Educational Corporation, are required by the Corporation for National Community Service, the federal agency for AmeriCorps Programs, to conduct National Service Criminal History Checks (NSCHC) on people who work or serve in covered positions. The NSCHC is a screening procedure established by law to protect beneficiaries of national service. All High Rocks AmeriCorps members are considered to be individuals having recurring access to vulnerable populations. Vulnerable populations include children age 17 or younger, persons age 60 and older, and/or people with disabilities. People with disabilities are defined as having a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

AmeriCorps members who have recurring access to vulnerable populations must comply with the following components of the NSCHC procedure:

- A nationwide name-based check of the National Sex Offender Public Website (NSOPW). The NSOPW is a centralized system that identifies people who are registered as sex offenders in states, territories, or with many federal recognized Tribes.
- A fingerprint-based search of the statewide criminal history registry **AND** FBI Check in the state of West Virginia
- A fingerprint-based search of the statewide criminal history registry in the candidate's state of residence