

2016

# CRIMINAL HISTORY CHECK

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## Guidelines and Procedures

Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** 



## CRIMINAL HISTORY CHECK GUIDELINES AND PROCEDURES –

In order to participate in AmeriCorps/SeniorCorps programing and receive grant funds, all members, and covered personnel who are in the budget – either as funded by the grant or as a match, must undergo background screening. While federal regulations require different checks under various circumstances, the state commission has streamlined the process to make it easier for member organizations and ensure compliance. As such, all relevant individuals should proceed through the below step by step criminal history check list by following the instructions given.

### 1) National Sex Offender Registry –

- a. Click on the following link [www.nsopw.gov](http://www.nsopw.gov)
- b. Once you have navigated to the above, in the top right hand corner of the page beneath the heading “*National Sex Offender Quick Search,*” enter the member’s first and last name then click “*search*”
- c. Read the terms of use as needed and check the box marked “*I agree and acknowledge the terms of NSOPW.*”
- d. Enter the code shown at the bottom of the page in the space provided and press “*Continue.*”
- e. View the search results and determine if the member is listed. Make the appropriate recordation of your results as noted below and insert it in the member’s file.\*

### 2) State of New Jersey Criminal History Check

- a. A blue form must be completed and may be obtained from the Division of State Police- SBI by calling 609-882-2000.
- b. Once received, the completed blue form should be mailed back to: Division of State Police, Attn: Criminal Information Unit, P.O. Box 7068, West Trenton, NJ, 08628. Any required fee(s) should be included with the blue form and be rendered by money order only.

### 3) Fingerprints via FieldPrint

- a. Click on <http://fieldprintncs.com/>
- b. In the top right corner click the purple tab marked “*Schedule an Appointment*”



- c. If you are a new user, on the left side of the page enter your email address on the space provided, click “*sign up*” and follow the instructions provided. If you are a returning user begin on the right side of the page by entering your user name and password in the space provided, clicking the tab marked “*sign in*” and follow the prompts thereafter.
- d. For more detailed information or frequently asked questions call 877-614-4364, email [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com) or click [http://www.nationalservice.gov/sites/default/files/resource/Using\\_Fieldprint\\_as\\_an\\_FBI\\_Channeler-A\\_Guide\\_for\\_CNCS\\_Grantees.pdf](http://www.nationalservice.gov/sites/default/files/resource/Using_Fieldprint_as_an_FBI_Channeler-A_Guide_for_CNCS_Grantees.pdf)

\*Please note that the sex offender search must satisfy that “all” states are reporting and resolve any hits on candidate’s name. If you have any hits/results, 1) click on each one to verify that it isn’t your applicant, 2) on your printed results, take a pen and check off each result as you go, noting why you were able to tell the result wasn’t your applicant and initialing each result. When you’re done, check the results to see if all registries were reporting. This will be noted at the top of the results. If your search is missing any repositories, use a search engine to find that state’s own registry and repeat steps above. If that website is down too, try again later that day.

Additionally, while the sex offender search must be completed prior to personnel joining the program, the State criminal history check and fingerprints must be initiated prior to the individual’s first day with the program. However, individuals who have not yet been fully cleared through all three criminal history screening processes, must be accompanied at all times by a fully vetted individual when dealing with vulnerable populations defined as: children 17 years of age or younger, seniors 60 years of age or older, and individuals who have been classified “special needs.” For the purposes of this screening, “initiated” means that the State “Blue Form” has been requested and that the fingerprint appointment has been set. Documentation of this initiated activity is required, which shall consist of proof such as but not limited to a recordation of the date and time action was taken, proof of payment, or a finger print reservation number.

