

**PennSERVE National Service Criminal History Check Verification Form: Part One-CAMPUS ADMINISTRATOR**

Applicant's Name: _____	
Grant Year: _____	Date: _____

PennSERVE AmeriCorps Programs must complete the following required steps when performing National Service Criminal History checks:

**1. Verify identity of the applicant through government-issued photo identification.**

The Campus Administrator reviewed and verified the original document of at least one of the following forms of government-issued photo identification: **Please check all that apply.**

- |  |   |
|--|---|
| <input type="checkbox"/> State Issued Driver's License | <input type="checkbox"/> State Issued Identification Card         |
| <input type="checkbox"/> United States Issued Passport | <input type="checkbox"/> Public School/University Student ID Card |
- (Private school or university ID not acceptable.)

**2. Obtain written authorization from the applicant to conduct the checks - (No consent is needed to search the NSOPR online registry, because this is a public site: <http://www.nsopw.gov/Core/Portal.aspx>).**

**3. Document the applicant understands that his or her selection as an AmeriCorps member is subject to the results of the checks.**

**4. Provide opportunity for review of any findings with the applicant.**

**5. Keep the information confidential:**

The Campus Administrator will keep the results of this applicant's National Service Criminal History Checks confidential. Results will only be shared on a need-to-know basis with those necessary to verify the applicant's eligibility should he or she be placed as an AmeriCorps member. For example, with an immediate host site supervisor or with PennSERVE or CNCS staff in the event of a program monitoring compliance check and/or audit.

**6. Conduct the checks AND maintain the results of the checks:** Campus Administrators are required not only to review and verified the original document for each of the required National Service Criminal History Check elements for this applicant., but also to keep copies of the actual results of all the National Service Criminal History Checks in conjunction with this completed form in each file.

**7. Ensure that those with pending checks are accompanied when in contact with vulnerable populations. Vulnerable populations include minors, the elderly and individuals with disabilities.**

If placed as an AmeriCorps member, this applicant would have recurring access to vulnerable populations:

- No, member would be serving in a position without recurring access to vulnerable populations.
- Yes, member will be supervised by an appropriately cleared program staff member OR host site staff pending the results of the member's national service check.

**8. Conduct the checks and maintain the results of the checks:** Campus Administrator reviewed

**9. Document that you considered the results of the checks in determining an applicant's eligibility to serve:**

I, the Campus Administrator, considered the results of this applicant's national service criminal history checks in helping to determine his or her eligibility to serve as an AmeriCorps member. As a result, the applicant was determined to be:

- Eligible to serve as an AmeriCorps member with our program.
- Ineligible to serve as an AmeriCorps member with our program.

\_\_\_\_\_  
Signature of Determining Campus Administrator

\_\_\_\_\_  
Date of Determination



**PennSERVE National Service Criminal History Check Verification Form:**  
**Part Two-APPLICANT/MEMBER**

Applicant's Name: _____	
Grant Year: _____	Date: _____

**AmeriCorps Applicant, please read and verify your understanding of the following regarding criminal history requirements for service:**

**As an applicant for an AmeriCorps position, I consent to a national service criminal history check for my program placement consisting of:**

PA State Police Criminal Registry Check (required by CNCS & PennSERVE)

FBI Fingerprint Criminal History Check

\_\_\_\_\_ Home State Criminal Registry Check (if applicant resides outside of PA)

**If an out of state applicant, please fill in the name of the home state.**

PA Dept. of Public Welfare Childline Child Abuse Check (required by PennSERVE for any members who will have recurring access to vulnerable populations)

**Applicant please read the following statement:**

As an applicant for an AmeriCorps member position, I understand and acknowledge that my acceptance as an AmeriCorps member is subject to the positive and/or negative results of each of the above checked National Service criminal history elements. I understand and acknowledge that my refusal to consent to the above checks makes me ineligible to serve. I understand and acknowledge that anyone listed or required to be listed on a sex offender registry is ineligible to serve. I understand and acknowledge that anyone convicted of murder is ineligible to serve. I understand and acknowledge that my failure to disclose or my lying about any convictions prior to the checks being conducted is grounds for making me ineligible to serve.

Furthermore, I understand and acknowledge that National Service Criminal History Checks are only one element of the application screening process for an AmeriCorps position; and that positive results for all National Service Criminal History Checks do not guarantee that I will be placed as an AmeriCorps member.

I understand that if placed as an AmeriCorps member with recurring access to vulnerable populations, I am not permitted to have unsupervised access to children, persons age 60 and older, or individuals with disabilities while waiting for the results of my state criminal registry check(s), and/or my FBI Fingerprint criminal history check, and the PA Dept. of Public Welfare Childline Child Abuse Check.

With my signature I verify my understanding of all of the above statements and give my consent to a National Service Criminal History Check as described above:

\_\_\_\_\_  
Signature of **AmeriCorps Applicant/Member**

\_\_\_\_\_  
Date of Consent

**You will have the opportunity to review all criminal history clearance results with the Campus Administrator.**

**PennSERVE National Service Criminal History Check Verification Form:**  
**Part Two-APPLICANT/MEMBER**

**PA State Police Criminal Registry Check (Required by CNCS & PennSERVE) Date Of Check \_\_\_\_\_**

- No Record Exists
- Record Exists, applicant is ineligible to serve as an AmeriCorps member.
- Record Exists, but does not render applicant ineligible to serve.

**FBI Fingerprint Criminal History (Required by CNCS & PennSERVE as of April 21, 2011 for those with recurring access to vulnerable populations.) Check Date of Check \_\_\_\_\_**

- No Record Exists
- Record Exists, applicant is ineligible to serve as an AmeriCorps member.
- Record Exists, but does not render applicant ineligible to serve.

\_\_\_\_\_ **Home State Criminal Registry Check (if applicable) Date of Check \_\_\_\_\_**

**(If out of state applicant, please fill in the name of the state.)**

- No Record Exists
- Record Exists, applicant is ineligible to serve as an AmeriCorps member.
- Record Exists, but does not render applicant ineligible to serve.

**PA Dept. of Public Welfare Childline Child Abuse Check (required by PennSERVE for any members who will have recurring access to vulnerable populations.) Date of Check \_\_\_\_\_**

- No Record Exists
- Record Exists, applicant is ineligible to serve as an AmeriCorps member.
- Record Exists, but does not render applicant ineligible to serve.

**National Sex Offender Public Registry (NSOPR) Check (required by CNCS & PennSERVE)**  
**Date of Check: \_\_\_\_\_**

- No Record Exists, applicant is cleared to serve
- Record Exists, hits were verified not to be the applicant; he/she is cleared to serve.
- Record Exists for applicant, he/she is ineligible to serve as an AmeriCorps member.

**Please read the below statement and indicate your understanding and agreement by your signature and filling in the date of review.**

I had the opportunity to review the results of my National Service Criminal History Checks (Individual elements indicated on page 1 of this document) with a Campus Administrator and I understand the results:

\_\_\_\_\_  
Signature of **AmeriCorps Applicant/Member**

\_\_\_\_\_  
Date of Consent