

Steps for Criminal Background Check on Campus Corps Applicants: *Pre-Employ and NSOPR*

A background check may only be initiated for members that have submitted a complete paper enrollment packet, including photocopies of citizenship IDs.

Initiating Pre-Employ Background Check

1) Secure a completed Campus Corps Enrollment Packet from the applicant.

2) Log in to <http://www.pre-employ.com>

MTCC Staff will supply you with a login (your email address)

3) Under the Client Supplied Information area, click "Enter New Request"

4) Complete all of the fields

- If the applicant's current address is in another state, use the comment box to request an additional statewide check. A sample note might read: *"Please run a check of the Wyoming statewide criminal history repository."*

5) Click the box (provided you have the CBC authorization form completed from the Enrollment Packet) that states: **"Check here if you have a signed release for this applicant. NOTE: uploading a signed release will expedite the Background Check process."**

And then click the **Continue** button on the bottom of the screen.

6) Click the box for **"My Standard Background Check"** –this check includes the Montana Statewide Search, the U.S. Criminal Search, and a Social Security Number verification.

7) Click "Continue" at the bottom of the screen.

8) Verify the spelling, and order (last name in the correct field, etc.) of the applicant's information and that the social security number is correct. Once verified click "Submit"

9) Initial and date the member's CBC authorization page to document the day the background check was initiated.

For Host Campus Use ONLY		
Photo ID Check:	Date ID was Reviewed ____ / ____ / ____	Reviewer Initials: _____
Criminal History/NSOPR:	Date Check Initiated ____ / ____ / ____	
	Date Check Completed ____ / ____ / ____	Reviewer Initials: _____

Steps for Checking Results on Pre-Employ

Results take between 1 and 3 business days to return. You will need to log back in to see the results of the check. You can do this by using the My Account Recap tool.

- 1) Click the date range that will include the checks that you need to verify and click “Generate Report”
- 2) Click individual case numbers on the far left side of the screen to view results.
- 3) The date under the column entitled Completed as the member’s earliest possible enrollment date.
- 4) Initial and date the member’s CBC authorization page to document the day the background check results were returned (the first day service hours can be counted).

<i>For Host Campus Use ONLY</i>		
Photo ID Check:	Date ID was Reviewed ____ / ____ / ____	Reviewer Initials: _____
Criminal History/NSOPR:	Date Check Initiated ____ / ____ / ____	
	Date Check Completed / / 	Reviewer Initials: _____

Run the National Sex Offender Public Registry (NSOPR)

- 1) Go to www.nsopr.gov



The Dru Sjodin National Sex Offender Public Website (NSOPW), coordinated by the U.S. Department of Justice, is a cooperative effort between Jurisdictions hosting public sex offender registries ("Jurisdictions") and the federal government. These Jurisdictions include the 50 states, Puerto Rico, Guam, the District of Columbia, and participating tribes. This Website is a search tool allowing a user to submit a single national query to obtain information about sex offenders through a number of search options.

The criteria for searching are limited to what each individual Jurisdiction may provide. Also, because information is hosted by each Jurisdiction and not by the federal government, search results should be verified by the user in the Jurisdiction where the information is posted. Users are advised to visit the corresponding Jurisdiction Websites for further information and/or guidance, as appropriate.

Conditions of Use:

This Website is provided as a public service by the U.S. Department of Justice ("the Department"). Using this Website, interested members of the public have access to and may search participating Jurisdiction Website public information regarding the presence or location of offenders who, in most cases, have been convicted of sexually violent offenses against adults and children and certain sexual contact and other crimes against victims who are minors. The public can use this Website to educate themselves about the possible presence of such offenders in their local communities.

Information from the various Jurisdiction Websites is not hosted by the Department, and the Department has neither responsibility for nor control over the information available for public inspection or search from individual Jurisdiction Websites that are accessible through this Website. The Department does not guarantee the accuracy.

Click "I agree" to continue.

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- 2) Type in security code.



Please enter the code you see below and press *Continue*.

EAJFW

Code:

[If you are unable to use the code provided, please [click here to generate a new code.](#)]

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3) Type in the Last Name and First Name of the applicant.

The screenshot shows the top navigation bar with the U.S. Department of Justice logo and the SMART logo (Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking). Below the navigation bar is the title "DRU SJDIN NATIONAL SEX OFFENDER PUBLIC WEBSITE" and a menu with options: Conditions of Use, Search, About NSOPW, FAQs, Public Registry Sites, and Education & Prevention. The main content area features a "Standard Search" instruction: "Enter a last name and first name; then press Search to search the sex offender registries for all 50 states, the District of Columbia, Puerto Rico, Guam, and Indian Country." Below this are two input fields for "Last Name" and "First Name", and a "Search" button. An "Advanced Search" link is also present. The footer contains links for Amber Alert, Victim Services, Privacy Policy, Legal Policies and Disclaimers, U.S. Department of Justice, Office of Justice Programs, SMART Office, and language options for English and Español.

4) Please print the search results page (pg one only). Generic names might return multiple records. Verify that the registered individual is not actually the person that you are trying to enroll by sorting through names by address, birth date and picture (where available) to ensure it is not the applicant. Under this scenario, please write **“No Exact Match for (member’s name)”** and initial the receipt page.

The screenshot shows the search results page for the name Bryce Doak. It features the same navigation bar as the previous page. Below the navigation bar are two buttons: "New Search" and "Return to Search Form". The "Search Results:" section indicates "1 hit from a national search including all states, territories and Indian Country for First Name like Bryce, Last Name like Doak. To view a list of the jurisdictions included in this search, click here." Below this is a table with two columns: "Name" and "Location". The table contains one entry: "DUKE, BRUCE W" under the "Name" column and "Locations: PRIMARY: N/A, N/A, WA* N/A, N/A" under the "Location" column. A footnote below the table states: "* Offender is incarcerated, resides in a state other than the state queried, or does not have a known address." Below the table are two buttons: "New Search" and "Return to Search Form". The footer contains the same links as the previous page.