

Running a Criminal Background Check

All Montana Campus Corps members *must* have a criminal background check run by the Campus-Based Program Coordinator prior to their start date!

Criminal Background Check services

Members enrolled in **MT or WA** (Students in Service program) slots:

Volunteer Select Plus for a criminal history and national sex offender registry check
www.volunteersselectplus.com \$6.50/person

Members enrolled in **CO** (UCAN Serve program) slots:

Employment Background Investigations (EBI) at www.ebiinc.com \$12.00/person

First Generation College Students in service-learning positions should be enrolled in CO slots! Please contact the Network Office for specific UCAN Serve member instructions.

Once a host campus has received a fully signed and dated Enrollment Packet, the campus-based Coordinator can initiate a Criminal Background Check, using one of the services listed above! The MTCC Network Office will assign the member's Start Date and finalize the enrollment, based on when the background check results are received. (NOTE: The *ChoicePoint National Criminal File* search through Volunteer Select Plus should be instantaneous, unless additional information is required).

MT & WA

➤ Volunteer Select Plus

To initially set up User ID and Password:

-Go to www.volunteersselectplus.com

-On the top, right-hand side of the page, **select the 'Forgot Password?' button** (located beneath the User Login button)

-Account Number= vsp348828

-User ID= 1st letter of your first name + the 1st four letters of your last name
(see Emily's username list)

-Select 'click here for security question'

-Enter your mother's maiden name (in lowercased letters)

-Create a new password and retype the new password

Password must include one number, one capitalized letter, at least 6 characters and no spaces.

-Lastly "Click Here to Change Password"

-Write down your password so you don't forget it!

To Run a Background Check:

-Go to www.volunteersselectplus.com

-Click the **User Login** button in the top right corner

-Enter the Account number (vsp348828), User ID, and password that you have created

- Click “Log In”
- Click “OK” at bottom of Notice page
- Click on “Order A Report Now!” in the middle of the page
- Click on the state of residency in the member’s current address (should be Montana)
- Under “Instant Database Criminal Searches” check the 1st option
“ChoicePoint National Criminal File”
- Select “Plus”
- Under Position Type check “Volunteer”
- Click on “Continue Search”
- Enter all required information in RED fields. Make sure that you are using the full, legal name of the member.
- Click on “Submit/Retrieve Now”
- Verify that the information is correct as entered, click on “*Submit / Retrieve Now*”
- Search results should show “0 matches”
- We need to have a receipt of the “0 matches” page.
- Print the results page for member’s file (see printing instructions, below)

Printing Tips: Print page in “Landscape” layout, rather than “Portrait.” On print screen, check “Pages from 1 to 1” (rather than “All”). Check print frames “As laid out on the screen.” Doing these three things should make your search results print on one page, rather than three or more and will include the date of the CBC on the receipt page.

Next steps:

- On the bottom of the Proof of Citizenship and Criminal Background Check Authorization Form, verify that the check has been approved by marking ‘Yes’ and adding reviewer initials and date. ***It is vital that you date the form the day the check is completed. In other words, the date should match the receipt page.***
- Put the receipt page in the Member’s file behind the CBC Authorization Form in the enrollment packet.
- Use the buttons on your browser navigation bar to go back three pages (to the page where you select what kind of report you want), to initiate a search on another member, if you have more than one check to complete.
- Send Emily Clark (clark@mtcompact.org) an email with the following:
 - 1) **The member’s name.**
 - 2) **The latest signature date on the member’s enrollment packet.**
 - 3) **The day the background check was initiated.**
 - 4) **What slot type the member should be enrolled into (Service Team or Service-Learning member, plus 300, 450, 675, 900 or 1700 hours).**

Under AmeriCorps regulations, an individual who has been convicted of murder or is listed on the national sex offender registry may NOT be enrolled into the program.

REMINDER: The member’s Start Date must NEVER be prior to the date of the background check and your verification at the bottom of the CBC Authorization Form!

If an applicant has a prior criminal record (as long as it is not murder or a sexual offense), it is the Coordinator's responsibility to ensure that the offense will not interfere with the prospective member's service site responsibilities. Using discretion, please contact the Service Site Supervisor to notify him or her of the criminal record. If the Site Supervisor agrees that the prior offense will not jeopardize the member's roles or responsibilities, the member may be enrolled into the Campus Corps program. In order to maintain confidentiality, please include a generic statement behind the criminal background check results receipt, certifying that you and the Site Supervisor are aware of the member's criminal history and approve his/her enrollment to the program.

Please refer to local campus policies and human resource protocol before deciding whether or not to hire an individual based on his/her criminal background history.