



# AMERICORPS CRIMINAL HISTORY CHECK PROCEDURE VERIFICATION FORM

Name of Member/Employee \_\_\_\_\_

AmeriCorps Member

Member Start Date \_\_\_\_\_

Grant-funded Employee

Member/Employee will have recurring access to vulnerable populations (children, persons age 60 or older, and/or individuals with disabilities)  Yes  No

Member is serving a consecutive term with no break in service over 120 days.

- 1. Verified the individual's identity by examining their government-issued photo identification
- 2. Obtained prior, written authorization from the individual for the state criminal registry check, FBI fingerprint check, if applicable, and the appropriate sharing of the results of such checks within the program
- 3. Documented the individual's understanding that selection is contingent upon the organization's review of the individual's criminal history, if any.
- 4. Conducted the National Sex Offender Public Website (NSOPW) check for this individual  
**Date completed and printed:** \_\_\_\_\_ (must be before member start date)  
 Verified that the NSOPW check does not report that the individual is registered or required to be registered on a state sex offender registry.
- 5. Conducted the State criminal registry check for Hawaii and for the state that the individual resides in at the time of application.  
**Date State check(s) initiated:** \_\_\_\_\_ (must be before member start date)  
 Verified that the State criminal history checks do not report that the individual has been convicted of murder.  
 Hawaii Commission staff verified on \_\_\_\_\_ that the State criminal history checks do not report that the individual has been convicted of murder. Results are filed at the Hawaii Commission.
- 6. Conducted the FBI fingerprint check for this individual who will have recurring access to vulnerable populations (children, persons age 60 or older, and/or individuals with disabilities).  
**Date FBI checks initiated:** \_\_\_\_\_ (must be before member start date)  
 Verified that the FBI criminal history check does not report that the individual has been convicted of murder.  
 Hawaii Commission staff verified on \_\_\_\_\_ that the FBI criminal history check does not report that the individual has been convicted of murder. Results are filed at the Hawaii Commission.  
 FBI check not applicable because this individual will not have recurring access to vulnerable populations.
- 7. Considered the results of these checks in selecting the individual for service or employment.
- 8. Provided a reasonable opportunity for the individual to review and challenge the factual accuracy of a result before action is taken to exclude the individual from the position.
- 9. Ensured that an individual, for whom the results of a required State criminal registry check and/or, if applicable, FBI fingerprint check are pending, is not permitted to have access to vulnerable individuals without being accompanied by an authorized program representative who has previously been cleared for such access.  
**Name of staff that has passed all 3 checks to accompany member:** \_\_\_\_\_

**CERTIFICATION:** I attest under penalty of perjury that I have examined the document(s) presented by the above named member/employee, that I have verified the identity of the individual, that the listed document(s) appear to be genuine and related to the member/employee named, and that to the best of my knowledge the individual is eligible to serve/work in the AmeriCorps program in the United States.

\_\_\_\_\_  
Signature of Site Coordinator/Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title