



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** ★★☆☆

NSCHC – Sample Documents

February 2020

National Service Criminal History Checks

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As part of CNCS Transformation and Sustainability Plan, CNCS is committed to sharing tools and policies to supports grantees' and sponsors' compliance with all grant requirements including our National Service Criminal History Check (NSCHC) requirements.

This resource is intended to present examples of what compliant paper file NSCHC checks may look like for Senior Corps grantees.

These are just examples and not all inclusive. We encourage you to contact your Portfolio Manager/Program Officer for personalized support.



NSCHC files should include:

- Employment/volunteer application (dated and signed).
- Documentation demonstrating start date of employment or service as the date may be different from when the application was signed.
- Photocopy of government issued ID.
- Consent
 - Written authorization from the individual to perform the NSCHC.
 - Documentation that the individual is informed that selection is contingent on the results of the NSCHC process.
- Determination if person will have recurring access to vulnerable populations.



National Sex Offender Public Website (NSOPW) check should include:

- Documentation demonstrating the correct source was used.
- Documentation that the NSOPW search was reviewed and verified before the start date.
 - Check the results. There needs to be documentation that results were considered.
- Documentation demonstrating that all registries were reporting.
- Documentation demonstrating the check was completed prior to start of service or employment.

State and FBI files should include:

- Documentation demonstrating the state check was through the CNCS approved repository in the individual's state of service and state of residence, if different than state of service.
- Documentation demonstrating the required state and FBI checks were initiated no later than the start of employment or service.
- Documentation demonstrating the date when the results were received.
- Documentation demonstrating that results were reviewed.
 - This includes name, signature, and date of staff member who received and reviewed the results.
- Documentation of adjudication, if needed.
 - This includes name, signature, and date of staff member who adjudicated the results.

NSCHC Documentation – Accompaniment & ASP

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- Accompaniment
 - Documentation demonstrating each instance of accompaniment during service or work with vulnerable populations prior to full NSCHC results being received.
 - Includes date, time, location, and name of person who provided accompaniment.
- Alternative Search Procedures (ASP) or Exemptions
 - Documentation demonstrating the individual was cleared through an approved ASP or Exemption.
 - Includes approved ASP or Exemption number.

National Sex Offender Public Website (NSOPW) Check

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The NSOPW is an internet-based system operated by the U.S. Department of Justice. The system gathers data from all participating State-level sex offender registries plus those operated by Guam, Puerto Rico, the District of Columbia and Tribal Governments. The NSOPW is also known as the National Sex Offender Public Registry, NSOPR. (<http://www.nsopw.gov>).

This check can be obtained free of charge from the NSOPW.gov website.

NSOPW – Important Instructions

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- The nationwide search must be conducted and documented before covered individuals start work or service. The required nationwide NSOPW check must be performed on a national level. Do not use the "advanced" search feature because it limits the search to less than nationwide.
- If any state is not reporting when you conduct the check, you must conduct the search again until all state registries are cleared. The result will indicate whether or not any individual state systems were inoperable during that search. You may supplement the first NSOPW check by checking the state sex offender registr(ies) that are down. Individuals cannot begin working or serving hours under the grant until the nationwide NSOPW is completed.
- Retain your date-stamped result to demonstrate that results were considered. A 'no record found' result must also be kept. Keep confidential as a part of grant record.
- If the results indicate name-based hits, print the list of hits and demonstrate that you've reviewed all the hits and determined that they do not match your candidate.
- As of January 1, 2013, all staff and all participants receiving a salary, stipend, living allowance, education award under the grant either on the federal share or grantee share of the budget are required to have a national sex offender check, regardless of whether or not they have access to vulnerable populations. This includes staff on RSVP grants.



- NSOPW Timing

- The results of the NSOPW must be reviewed and documented prior to the person beginning work or starting service (before work, service, or training hours are charged to the grant, federal or match).
- A person may not accrue hours towards their work or service without first having cleared the NSOPW component of the NSCHC. Checks that are not within these time frames are noncompliant.

NSOPW – Documentation



This sample is an example of a NSOPW from the Department of Justice website.

It would be considered complete if:

- The volunteer, Yogi Bear, starts service or employment after 12/26/2019.
- That the spelling of Yogi Bear matches the government issued ID.
- There is documentation demonstrating the check was reviewed and verified before the start date.

This check had all states, territories and Indian Country's reporting and there were no name hits on the check.



SMART Office of Sex Offender Counseling, Monitoring, Accountability, Reentry, and Training

DRU SJODIN NATIONAL SEX OFFENDER PUBLIC WEBSITE

NATIONAL SEX OFFENDER SEARCH

0 records from a national search including all states, territories and Indian Country for First Name begins with **Yogi**, Last Name begins with **Bear** that were available at the time your search was performed.

Search performed 12/26/2019 1:59 PM EST



The next six slides are examples of state and FBI checks from KY and TN. They are meant to be examples of compliant checks at the time this resource was originally posted. Note that each state will look different and states may update their form without advance notice.

As noted in an early slide, Senior Corps grantees are encouraged to consult with their Program Officer or Portfolio Manager for technical assistance.

Kentucky Example



AOC-RU-004
Rev. 11-13
Page 1 of 1
www.courts.ky.gov

ADMINISTRATIVE OFFICE OF THE COURTS
RECORDS UNIT
1001 VANDALAY DRIVE
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381
records@kycourts.net



The process to obtain the information contained in CourtNet is as follows:

Individuals

Requesting a record on yourself requires a \$20.00 fee (check or money order). If you do not receive a response in 30 days contact us at the number listed above.

Nonprofit/Commercial/Others

Requesting a record on individuals requires a \$20.00 fee (check or money order).

Criminal Justice Agencies

Criminal Justice Agencies do receive a waiver of fees for requests that are for criminal justice purposes.

Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE **PRINT OR TYPE** THE INDIVIDUAL'S INFORMATION **CLEARLY**.

SOCIAL SECURITY NUMBER: _____ DLN: _____
NAME: _____
MAIDEN NAME(S) AND/OR ALIAS: _____
DATE OF BIRTH: _____
STREET ADDRESS / P.O. BOX: _____
CITY, STATE, ZIP CODE: _____

I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.

*** ALL INFORMATION BELOW IS REQUIRED.**

Individual's Signature

Company

Requestor/Contact Person

Address

City, State, Zip

02/14/2017

Date

E-mail address

Telephone Number

Please denote which purpose applies to this request:
 Employment
 Criminal Investigation
 Screening Housing Applicants
 Volunteer/Care over Juvenile
 Licensing
 Other (please explain) _____

This document demonstrates the date the appointment was made for the state check. Initiation is considered one documented step beyond consent. This form, when complete, would serve as documentation for the initiation of the KY state check.

Kentucky – State Results



Administrative Office of the Courts

COURTNET Criminal History Record

COURTNET Disposition System Disclaimer

Enclosed is a copy of information on cases you have had in Kentucky Courts. This **COURTNET** Disposition System record is being provided for your information. This request is generally made for **government housing, pre-employment searches, childcare workers, adoptions, or other purposes.**

This request was made by [REDACTED] and they have received a copy of this information. If you believe it contains any errors, or you have any questions, please feel free to contact us at **(502) 573-1682** or **(800) 928-6381**

AOC COURTNET DISPOSITION SYSTEM DISCLAIMER

The **Administrative Office of the Courts (AOC)** **CANNOT GUARANTEE** the accuracy of the attached information. If you believe there is an error contained in the record please contact Pretrial Services at (502) 573-1682.

Information received from **COURTNET** is subject to change, reprogramming, modifications of format and availability at the direction of the AOC, and may not at any particular moment reflect the true status of court cases due to ordinary limitations, delay or error in the system's operation.

The AOC disclaims any warranty as to the validity of the information obtained from **COURTNET**. **The recipient is solely responsible for verifying information received from COURTNET through the cross-referencing of the official court record.** The AOC shall not be liable to the recipient, or to any third party using the system or information obtained thereby, for any damages whatsoever arising out of this policy, or the use of **COURTNET**.

BATCH ID: [REDACTED]

MAILING 1 OF 1

REQUEST ID: [REDACTED]

Payment Method : Account

Reference Name :

Payment Amount : \$20.00

Payment Date : 10/10/2016 09:46 AM

Reference Number :

This two page document demonstrates the results of the Kentucky check.

This check reported a case filed in a court and as a result additional documentation regarding adjudication could be required.

BATCH ID: [REDACTED]

REQUEST ID: [REDACTED]

Request Information Provided

Name: [REDACTED]

Allas: [REDACTED]

DOB: [REDACTED]

DLN: [REDACTED]

All Information Provided Above Has Been Used To Fulfill Your Request

On 10/11/2016 02:49 PM

**** NOT AN OFFICIAL COURT RECORD ****

RECORDS UNIT | 1001 VANDALAY DRIVE | FRANKFORT, KY 40601 | (800) 928-6381

Name: [REDACTED]

DOB: [REDACTED]

Gender: [REDACTED]

Race: [REDACTED]

Case Filed on [REDACTED] in [REDACTED] County as case number [REDACTED]

Bail of CASH for the amount of [REDACTED] was set on [REDACTED] and posted on [REDACTED]

[REDACTED] RELEASED IN COURT FOR [REDACTED]
SUPERVISED PROBATION

Charge 1 Original Filed on [REDACTED]

Disposed on [REDACTED]

Sentenced on [REDACTED]

Cost: \$60.00

Name: [REDACTED]

DOB: [REDACTED]

Gender: [REDACTED]

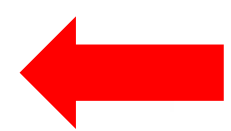
Race: [REDACTED]

Case Filed on [REDACTED] in [REDACTED] County as case number [REDACTED]

Charge 1 Original Filed on 07/23/1993

Disposed on 08/04/1993 as GUILTY

Sentenced on 08/04/1993



Kentucky – FBI Initiation

APPLICANT
FD-256 (REV. 3-1-10) 1110-0046

LAST NAME: [REDACTED] FIRST NAME: [REDACTED] MIDDLE NAME: [REDACTED]

SIGNATURE OF PERSON FINGERPRINTED: [REDACTED]

ALIAS: AKA: [REDACTED]

RESIDENCE OF PERSON FINGERPRINTED: [REDACTED]

DATE: 9-1-16 SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: [REDACTED]

EMPLOYER AND ADDRESS: [REDACTED]

FBI: [REDACTED]

OR I: KYSAAD00Z
KY COMM VOL SR
FRANKFORT, KY

DATE OF BIRTH: [REDACTED] DOB: [REDACTED]

PLACE OF BIRTH: [REDACTED] POB: [REDACTED]

CITIZENSHIP: CTZ: [REDACTED]

SEX: [REDACTED] RACE: [REDACTED] HGT: [REDACTED] WGT: [REDACTED] EYES: [REDACTED] HAIR: [REDACTED]

YOUR NO: OCA

FBI NO: FBI

ARMED FORCES NO: MNU

SOCIAL SECURITY NO: SOC [REDACTED]

MISCELLANEOUS NO: MNU

CLASS: _____

REF: _____

1 R THUMB 2 R INDEX 3 R MIDDLE 4 R RING 5 R LITTLE

6 L THUMB 7 L INDEX 8 L MIDDLE 9 L RING 10 L LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

THUMB R THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

This document (copy of fingerprint card) could demonstrate that the FBI check was initiated.

Being able to clearly read that date is key as it demonstrates FBI initiation.

Kentucky – FBI Results

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**CABINET FOR HEALTH AND FAMILY SERVICES
KENTUCKY COMMISSION ON COMMUNITY VOLUNTEERISM AND SERVICE**

Steven L. Beshear
Governor

275 East Main Street, 3W-E
Frankfort, Ky. 40621
(502) 564-7420
(502) 564-7478 Fax
www.volunteerKY.ky.gov

Audrey Tayse Haynes
Secretary

MEMORANDUM

TO: [REDACTED]
[REDACTED]
[REDACTED]

FROM: Jill Lancaster
KCCVS

RE: National Service Clearance

DATE: 3/12/15

KCCVS has received the results of the FBI Fingerprint Based National Criminal Background check for [REDACTED]. This letter is to inform you that this applicant is:

- Is acceptable to serve in National Service.
 Is NOT acceptable to serve in National Service.

Murder and sexual offenses deem an individual ineligible to serve.

No appeals can overturn this eligibility determination for the purposes of serving/working under a National Service program.

This document demonstrates the applicant has a clear FBI check.

The report is on letterhead and the results and date are clearly noted.

There also needs to be documentation demonstrating the check was reviewed and verified before the start date.



Tennessee Example



This document demonstrates initiation for both the TN state and FBI checks as TN is one of the states listed on the ***

This document demonstrates that the appointment has been made.

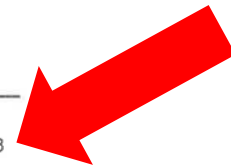
IdentoGO

Tennessee

Registration Completed for [REDACTED]

Appointment Details

Location [REDACTED] [REDACTED] [REDACTED] United States	Appointment Date: 05/10/2018 Time: 09:00 AM
	Registration ID J318002393J



Payment Details

Your payment has already been made using Billing Account, no onsite payment is required.

Reminders

Primary Documents

As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted.

For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.

However, in the absence of a new driver's license applicants may provide one or more Secondary Documents including:

- State Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
- Passport
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Secondary Documentation must be supported by at least two of the following:

- Utility Bill (Address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address

Tennessee – State and FBI Results



Bill Haslam
Governor

TENNESSEE BUREAU OF INVESTIGATION

901 R.S. Gass Boulevard
Nashville, Tn. 37216
1-615- 744-4000
FAX 1-615-744-4657
TDD 1-615-744-4001



Mark Gwyn
Director

05/10/2018

[REDACTED]
[REDACTED]
[REDACTED]

RE: TAPS - Child-Related Wkr Vol PRIVATE Background Check

Pursuant to NCPA/VCA, the individual named below has applied for employment, licensing, permits or adoption with your organization in Tennessee. In response, a search of authorized data sources by both fingerprint and other identifying information has been performed as summarized below. This background check is only valid in the state of Tennessee.

Name: [REDACTED]
Date of Birth: [REDACTED]
Transaction Number: [REDACTED]
Printing Location:
Agency_case_number:
DL: [REDACTED]

Based on a search of the data sources listed below, there is **NO INDICATION** of any record that may preclude the applicant for consideration for employment or licensing under the statute(s) referenced above.

- TBI Criminal History
- Tennessee Sexual Offender Search
- TBI Fingerprint Search
- FBI Fingerprint Search
- FBI Name Based Search

If the applicant wishes to challenge the results of the background search and wishes to review his/her record, the applicant should write to the following agencies:

This demonstrates that both the State and FBI checks have cleared for this applicant.

The date, the name, and the TBI and FBI clearance information is clearly read on this document.



The next series of slides review the Truescreen System.

Remember you are able to connect with Truescreen Customer Service:

- Phone: 800-803-9042, dial 0
- Email: CNCSHelp@Truescreen.com

And CNCS Truescreen Account Managers are:

- Mike Carnation - Account Manager
 - Phone: (888) 276-8518 ext. 3480, Email: mcarnation@truescreen.com
- Susan Landgrebe - Senior Account Manager
 - Phone: (888) 276-8518 ext. 224, Email: slandgrebe@truescreen.com

Truescreen System – Compliance Built In

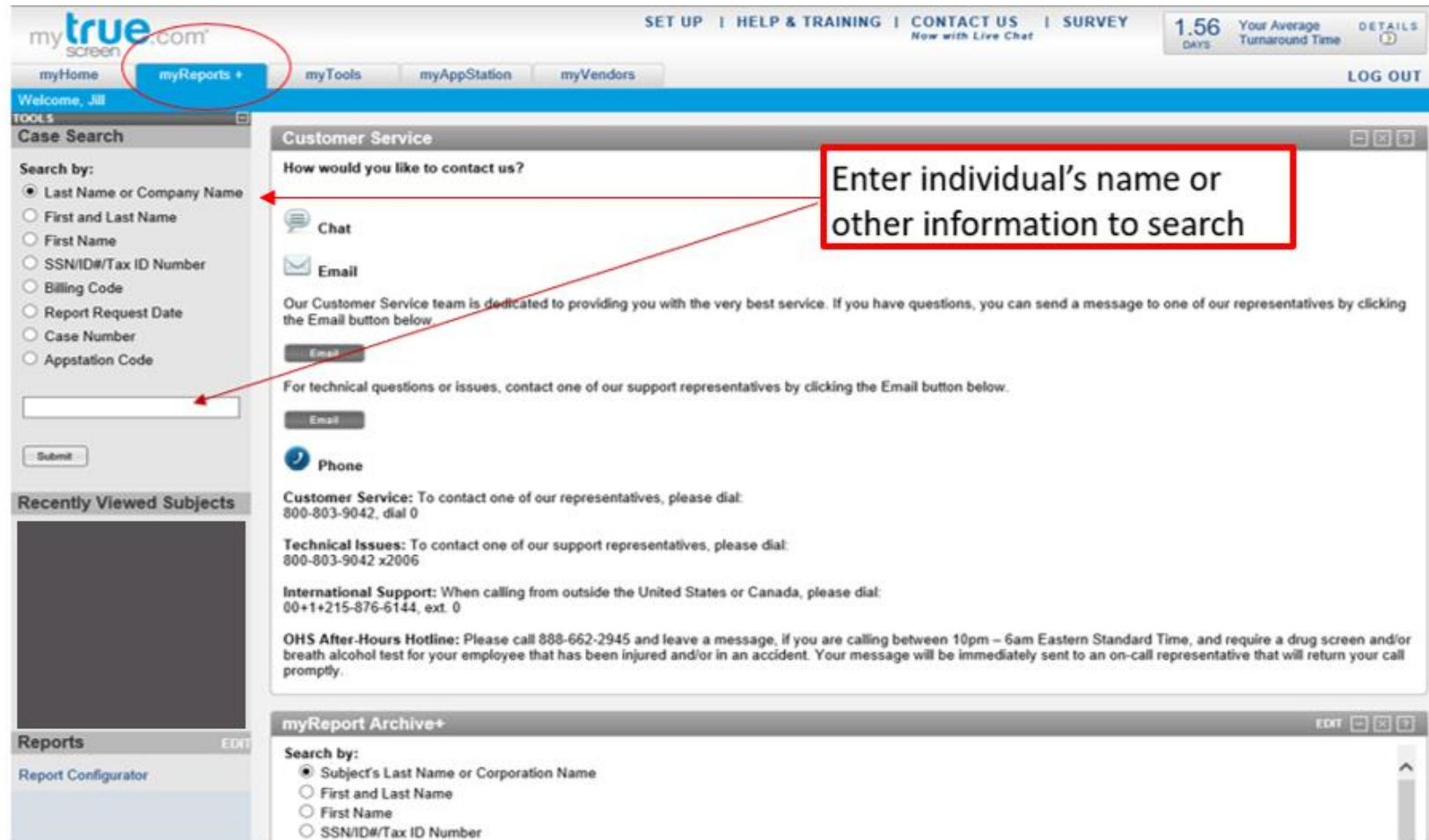
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Truescreen will:

- Conduct NSOPW and/or State checks
- Provide adjudication recommendations based off of CNCS eligibility criteria
- Provide state and NSOPW “rap sheets” (if one exists)
- Maintain government issued photo identification and document grant recipient’s review of the identification
- Document individual’s consent to perform checks
- Document individual’s understanding that selection to serve/work is based on NSCHC results
- Inform and facilitate the individual's ability to challenge the factual accuracy of NSCHC before action is taken to exclude the individual
- Document the anticipated start date
- Document the state of residence at time of application and state of service/employment
- Document the grant recipient’s adjudication decision
- Provide process timestamps
- Maintain documentation for 7 years

Using mytruescreen.com Screens



The screenshot displays the mytruescreen.com user interface. At the top, navigation links include SET UP, HELP & TRAINING, CONTACT US, and SURVEY. A status bar shows '1.56 DAYS' for 'Your Average Turnaround Time' and a 'LOG OUT' button. The main navigation menu includes myHome, myReports + (highlighted with a red circle), myTools, myAppStation, and myVendors. The 'myReports +' menu is open, showing search options: Last Name or Company Name (selected), First and Last Name, First Name, SSN/ID#/Tax ID Number, Billing Code, Report Request Date, Case Number, and Appstation Code. A search input field and a 'Submit' button are present. Below this is a 'Recently Viewed Subjects' section. The main content area is titled 'Customer Service' and asks 'How would you like to contact us?'. It offers 'Chat' and 'Email' options. A red box highlights the text 'Enter individual's name or other information to search' with arrows pointing to the search input field and the 'Last Name or Company Name' radio button. Below the contact options, there is a paragraph about the Customer Service team and two 'Email' buttons. Further down, there is a 'Phone' section with contact information for Customer Service (800-803-9042), Technical Issues (800-803-9042 x2006), International Support (00+1+215-876-6144), and OHS After-Hours Hotline (888-662-2945). At the bottom, there is a 'myReport Archive+' section with search options: Subject's Last Name or Corporation Name (selected), First and Last Name, First Name, and SSN/ID#/Tax ID Number.

Using mytruescreen.com Screens



mytrue.com[®]
screen

SET UP | HELP & TRAINING | CONTACT US | SURVEY
Now with Live Chat

1.57 DAYS Your Average Turnaround Time [DETAILS](#)

myHome myReports + myTools myAppStation myVendors

Welcome, Jill [LOG OUT](#)
Monday, April 22, 2019 11:51:49 AM

myReport Archive - search results

The search for Subject's Last Name or Corporation Name starting with sm found 570 Reports matching your criteria.

[Return to Desktop](#)

Click on the individual's name to view the criminal history report

Id	Subject	Type	Status	SSN/ID#	Request Date	Level	Requester first name	Requester last name	Viewed
1.	Smith	Complete	Complete		02/14/2019	Illinois + NSOPW			
2.		Complete	Complete		02/14/2019				
3.		Complete	Complete		12/18/2018				
4.		Complete	Complete		02/19/2019				
5.		Complete	Complete		03/14/2019				
6.		In Process	on Hold		02/22/2019				
7.		Complete	Complete		02/11/2019				
8.		Complete	Complete		03/15/2019				
9.		Complete	Complete		02/13/2019				
10.		Complete	Complete		03/14/2019				
11.		Complete	Complete		02/25/2019				
12.		Complete	Complete		03/19/2019				
13.		Complete	Complete		03/19/2019				
14.		Complete	Complete		03/22/2019				
15.		Complete	Complete		02/21/2019				
16.		Complete	Complete		03/13/2019				
17.		Complete	Complete		03/29/2019				
18.		Complete	Complete		02/18/2019				
19.		Complete	Complete		02/12/2019				
20.		Complete	Complete		02/13/2019				
21.		Complete	Complete		02/23/2019				
22.		Complete	Complete		02/26/2019				
23.		In Process	on Hold		04/17/2019				
24.		Complete	Complete		02/05/2019				
25.		Complete	Complete		02/25/2019				
26.		Complete	Complete		03/18/2019				
27.		Complete	Complete		02/12/2019				
28.		Complete	Complete		03/26/2019				
29.		Complete	Complete		03/25/2019				
30.		Complete	Complete		03/06/2019				
31.		Complete	Complete		02/13/2019				
32.		Complete	Complete		03/14/2019				
33.		Complete	Complete		02/13/2019				
34.		Complete	Complete		03/06/2019				
35.		Complete	Complete		12/19/2018				

Using mytruescreen.com Screens

myHome myReports+ myTools myAppStation myVendors LOG OUT
Thursday, April 25, 2019 11:22:47 AM

Customer Service
How would you like to contact us?
Chat
Email
Phone

myReport Archive+
Search by:
● Subject's Last Name or Corporation Name
○ First and Last Name
○ First Name
○ SSN/ID#/Tax ID Number
○ Billing Code
○ Report Request Date
○ Case Number
○ Appstation Code

myNew Reports+

Id	Subject	Level	Pass/Review	Requester last name	Adjudicated Pass/Review	Last Adjudicated Date	Case Number	Client Name	Billing Code
1		Iowa + NSOPW	☒		● EDIT	02/19/2019 10:48AM			15ACH
2		NSOPW Only	☒		● EDIT	03/17/2019 3:05AM			
3		Minnesota + NSOPW	☒		● EDIT	03/06/2019 1:19PM			
4		NSOPW Only	☒		☒ EDIT	02/21/2019 12:57PM			
5		Tennessee + NSOPW	☒		☒ EDIT	03/22/2019 8:53AM			

Billing code should include grant number. Check grant number for accuracy.

Click on the individual's name to view the criminal history report

Have a different view than above? Edit your view! Select "edit" to get this window to customize your view.

myHome myReports+ myTools myAppStation myVendors
Welcome, Liz

Personalize the myNew Reports+ module
Personalize the myNew Reports+ Layout
Save or Cancel your selection when finished.

Select Columns and Order to Display
Choose Selected Content:
Left and Right moves content from the left column to the right column, and vice versa.
Up and Down moves the content position in each column.

Unselected Columns	Selected Columns
Archive	Subject [Required]
Pass/Review	Request Date
Sent Date	Level
Requester first name	Billing Code
Case Number	Adjudicated/Pass/Review
Viewed	Last Adjudicated Date
Employee ID	Requester last name
SSN/ID#	Client Name

Rows to display
Choose the number of rows to display for myNew Reports+
Rows to Display: 25

Keep Reports in Queue
Sent Date is within

- Current Day
- Current Week
- Current Month
- Keep Reports in Queue 180 days

SAVE CANCEL

Using mytruescreen.com Screens

Reminder to check the government issued photo identification!

The screenshot shows the mytrue.com interface. At the top left is the logo 'mytrue.com screen'. Below it is the 'Investigation Information' section with fields for Name (Smith), SSN/ID#, Phone Number, Email, Requester, Request Date, Case Created Date, Case Number, Delivery Date, Billing Code, and Anticipated Start Date. Below this is an 'Adjudicated Pass/Review' section with a key: ● = Pass, ◻ = Review, ◻ = Fail, ○ = Provisionally Cleared, ▲ = Pre-Adverse, ◻ = Final Adverse, ○ = Applicant Withdrawn. The 'Services' section contains a table with columns for Service, Description, Pass/Review Status, and Completion Date. The 'Actions' section lists various options like 'View Report w/identifiers Masked', 'Adjudicate This Case', 'Original Request', 'View Authorization', 'Consumer Notifications', 'Contact Customer Service', and 'View Payment Receipt'. A red box at the top points to a 'Document Verification Required' pop-up message that says: 'Please ensure you are validating that the applicant provided a Government Issued ID on their application. This can be found on the myAppStation Tab.' The pop-up has an 'OK' button.

Service	Description	Pass/Review Status	Completion Date
Subject Data	Smith (xxx-xx-xxxx)	Review	Complete 02/14/2019
Sex Offenders	Subject Name National	Pass	Complete 02/14/2019
State Criminal and Other Offenses	Felony, Misdemeanor and Other Offenses - DuPage, Illinois	Pass	Complete 02/18/2019

Using mytruescreen.com Screens



Investigation Information

Name: [Redacted] SSN/ID#: [Redacted]
Phone Number: [Redacted] Email: [Redacted]
Requester: [Redacted] Request Date: Sun, 03/17/2019
Case Created Date: Wed, 03/06/2019
Case Number: [Redacted] Delivery Date: 03/22/2019
Billing Code: [Redacted]
Anticipated Start Date: 08/07/2019 Access to Vulnerable Populations: YES

Request Note:
I am requesting that, in addition to the Alaska and NSOPW check, that state of Residence check is also run for Kentucky.

Note Response:
Your special instructions have been noted in your investigation.; Your special instructions have been noted in your investigation.; Your special instructions have been noted in your investigation.

Adjudicated Pass/Review: ●

Key:
● = Pass ☒ = Review
○ = Provisionally Cleared
▲ = Pre-Adverse
■ = Final Adverse
⊖ = Applicant Withdrawn

Services

Service	Description	Pass/Review Status	Component Status	Completed
Subject Data	[Redacted]	☒	Complete	03/17/2019
Sex Offenders	Subject Name: [Redacted] - National	●	Complete	03/18/2019
State Criminal and Other Offenses	Felony, Misdemeanor and Other Offenses - Valdez-Cordova, Alaska	●	Complete	03/18/2019
State Criminal and Other Offenses	Felony, Misdemeanor and Other Offenses - Campbell, Kentucky	●	Complete	03/22/2019

See checks ordered

Subject data will always be marked as "review." This is to flag the grant recipient to adjudicate the record.

Using mytruescreen.com Screens



mytrue.com
screen

Investigation Information

Name:	Smith	SSN/ID#:	xxx-xx
Phone Number:		Email:	
Requester:		Request Date:	
Case Created Date:		Delivery Date:	
Case Number:		Access to Vulnerable Populations:	
Billing Code:			
Anticipated Start Date:			

Adjudicated Pass/Review: ●

Key:

- - Pass
- ⊠ - Review
- - Fail
- ⊙ - Provisionally Cleared
- ▲ - Pre-Adverse
- - Final Adverse
- ⊖ - Applicant Withdrawn

Services

Service	Description	Pass/Review Status	Component Status	Completed
Subject Data	Smith (xxx-xx-xx)	⊠	Complete	02/14/2019
Sex Offenders	Subject Name: National	●	Complete	02/14/2019
State Criminal and Other Offenses	Felony, Misdemeanor and Other Offenses - DuPage, Illinois	●	Complete	02/18/2019

Actions

View Report	View Report w/Identifiers Masked	Adjudicate This Case	Original Request
View Authorization	Consumer Notifications	Contact Customer Service	View Payment Receipt

CLOSE

View criminal history report

Subject data will always be marked as "review." This is to flag the grant recipient to adjudicate the record.

Click to Adjudicate

Truescreen Adjudication Screen

Investigation Information

Name: [redacted] Smith SSN/ID#: [redacted]
AKAs: [redacted] Address: [redacted]
Phone Number: [redacted] Email: [redacted]
DOB: [redacted] Billing Code: [redacted]
Case Number: [redacted] Request Date: [redacted]
Requester: [redacted] Release On File: [redacted]
Case Created Date: [redacted]
Status: [redacted]

Adjudicated Pass/Review

Original Pass/Review Status: Review
Adjudicated Pass/Review Status: Pass
Existing Case Notes: [redacted] - Feb 21 2019 4:18PM - pass

CLOSE

Adjudication History

Action Date	Performed By	Adjudicated Status	Note
Thurs, 2/21/2019 4:18PM	[redacted]	<input checked="" type="checkbox"/> Pass	pass
Mon, 2/18/2019 6:22AM	Truescreen, Inc.	<input checked="" type="checkbox"/> Review	Case Completed

- Green dot=Pass
- Notes in "Existing Case Notes"

- Green dot=Pass
- Program staff person listed in "Performed By" column
- Action is time stamped

Truescreen Adjudication Screen



Investigation Information

Name: [Redacted] SSN/ID#: [Redacted]
AKAs: [Redacted] Address: [Redacted]
Phone Number: [Redacted] Email: [Redacted]
DOB: [Redacted]
Case Number: [Redacted] Billing Code: [Redacted]
Requester: [Redacted] Request Date: Tues, 03/26/2019
Case Created Date: [Redacted] Release On File: Yes
Status: [Redacted]

Adjudicated Pass/Review

Original Pass/Review Status:
Adjudicated Pass/Review Status:
Existing Case Notes:

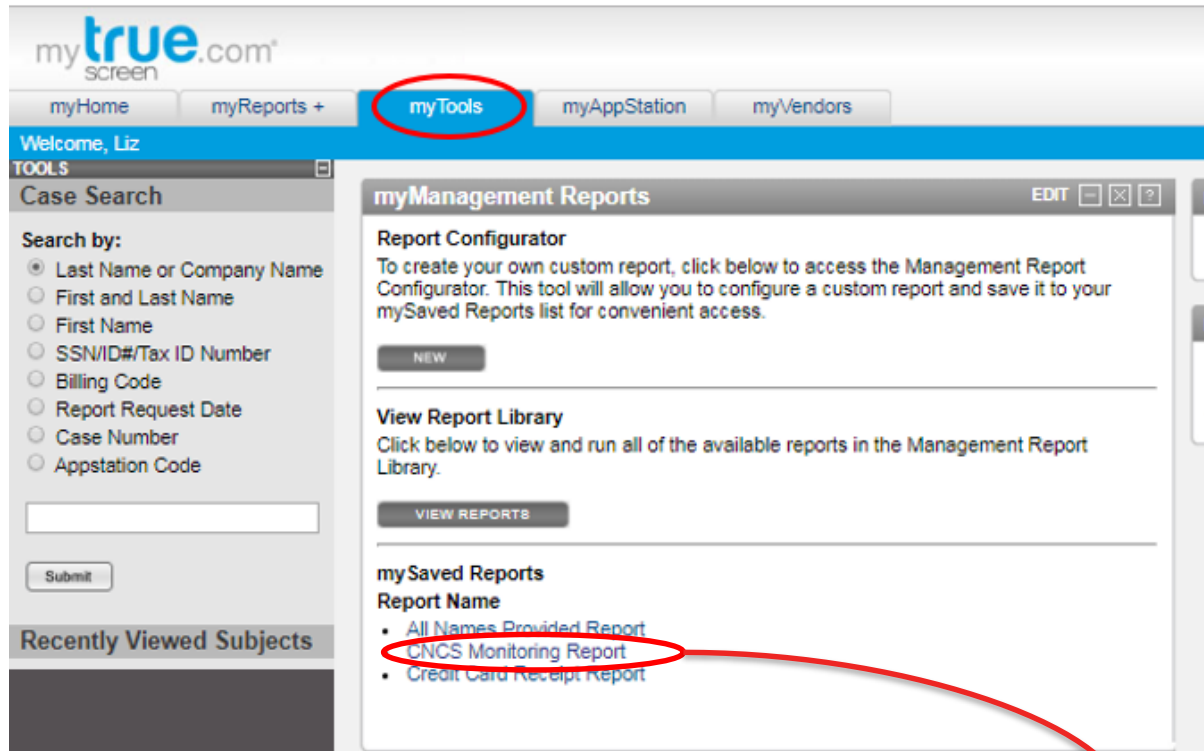
Adjudication History

Action Date	Performed By	Adjudicated Status	Note
Fri, 3/29/2019 10:52AM	Truescreen, Inc.	<input checked="" type="checkbox"/> Review	Case Completed

• Review symbol
• No content in "Existing Case Notes"

• Review symbol
• Performed By Truescreen, not program staff

Monitoring Report



mytrue.com screen

myHome myReports + **myTools** myAppStation myVendors

Welcome, Liz

TOOLS

Case Search

Search by:

- Last Name or Company Name
- First and Last Name
- First Name
- SSN/ID#/Tax ID Number
- Billing Code
- Report Request Date
- Case Number
- Appstation Code

Submit

Recently Viewed Subjects

myManagement Reports EDIT [-] [X] [?]

Report Configurator

To create your own custom report, click below to access the Management Report Configurator. This tool will allow you to configure a custom report and save it to your mySaved Reports list for convenient access.

NEW

View Report Library

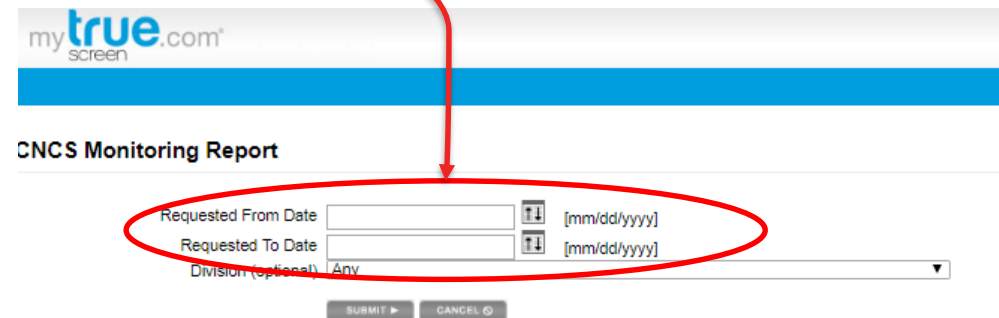
Click below to view and run all of the available reports in the Management Report Library.

VIEW REPORTS

mySaved Reports

Report Name

- [All Names Provided Report](#)
- [CNCS Monitoring Report](#)**
- [Credit Card Receipt Report](#)



mytrue.com screen

CNCS Monitoring Report

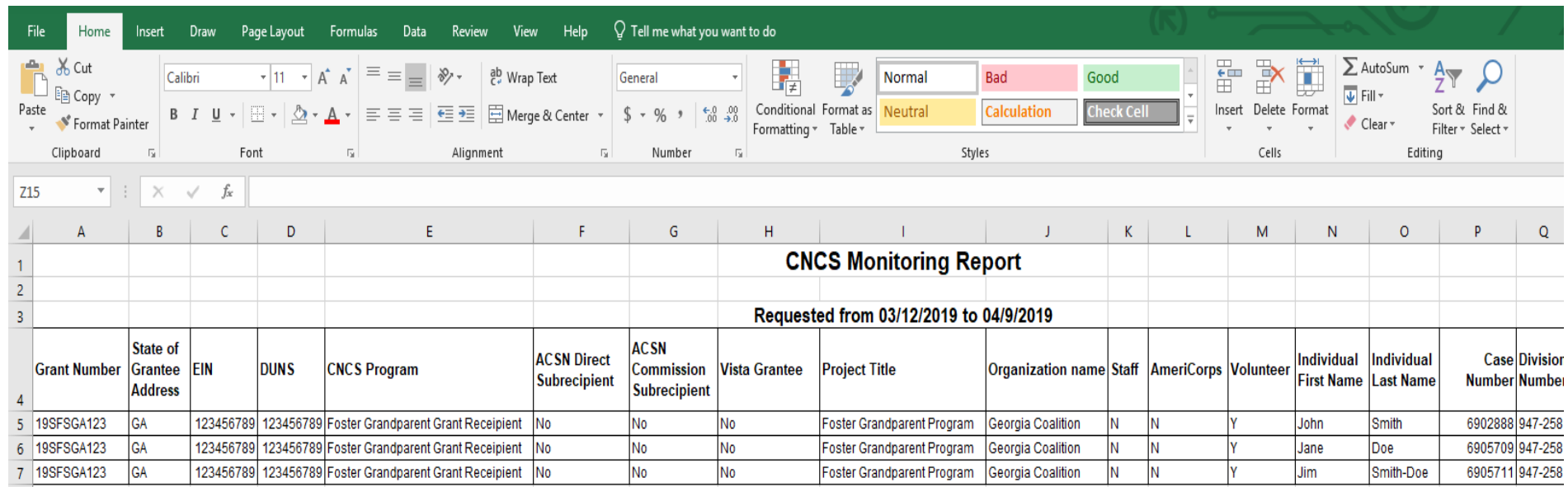
Requested From Date [mm/dd/yyyy]

Requested To Date [mm/dd/yyyy]

Division (optional) Any

SUBMIT CANCEL

Monitoring Report



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	CNCS Monitoring Report																
2																	
3	Requested from 03/12/2019 to 04/9/2019																
4	Grant Number	State of Grantee Address	EIN	DUNS	CNCS Program	ACSN Direct Subrecipient	ACSN Commission Subrecipient	Vista Grantee	Project Title	Organization name	Staff	AmeriCorps	Volunteer	Individual First Name	Individual Last Name	Case Number	Division Number
5	19SFSGA123	GA	123456789	123456789	Foster Grandparent Grant Recipient	No	No	No	Foster Grandparent Program	Georgia Coalition	N	N	Y	John	Smith	6902888	947-258
6	19SFSGA123	GA	123456789	123456789	Foster Grandparent Grant Recipient	No	No	No	Foster Grandparent Program	Georgia Coalition	N	N	Y	Jane	Doe	6905709	947-258
7	19SFSGA123	GA	123456789	123456789	Foster Grandparent Grant Recipient	No	No	No	Foster Grandparent Program	Georgia Coalition	N	N	Y	Jim	Smith-Doe	6905711	947-258

- Case number: Unique number assigned to the individual
- Division number: Unique number assigned to the grantee agreement (organization's number)
- Entered by Grant Recipient during account set up: State of Grantee Address, EIN, DUNS, CNCS program, grantee type , project title, organization name
- Entered by Grant Recipient during ordering: Grant number(s)
- Entered by Applicant: Staff or Volunteer designation

Monitoring Report

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
	Anticipated start date	State of Service ordered	State of Residence	NSOPW Ordered?	Vulnerable Populations	Request Date	Date of Application Submittal	Date ID Was checked	Criminal History Delivered Pass/Review	NSOPW Pass/Review	Grantee Adjudication Decision	Adjudication Date	Last Adjudicated By	Pre-Adverse?	Date Pre-Adverse Letter Sent	Adverse?	Date Adverse Letter Sent
4																	
5	3/18/2019 12:00:00 AM	Georgia + NSOPW	Georgia	Y	YES	03/18/2019	03/21/2019		Pass	Pass	Pass	03/26/2019	mbarton	N		N	
6	3/19/2019 12:00:00 AM	Georgia + NSOPW	Georgia	Y	YES	03/19/2019	03/21/2019	3/21/2019	Pass	Pass	Review	03/24/2019		N		N	
7	3/20/2019 12:00:00 AM	Georgia + NSOPW	Louisiana	Y	YES	03/19/2019	03/21/2019	3/21/2019	Pass	Pass	Pass	3/24/2019	mbarton	N		N	

- Entered by Grant Recipient during ordering: First and last name, anticipated start date, state of service, state of residence, NSOPW ordered
- Truescreen timestamps: Request Date, Date of Application Submittal, Date ID was checked
- Criminal History Delivered Pass/Review: Truescreen adjudication recommendation for State check(s); blank if no check ordered
- NSOPW Pass/Review: Truescreen adjudication recommendation for NSOPW check; blank if no check ordered
- Grantee Adjudication Decision: Grantee determination, “review” if not adjudicated by grantee
- Adjudication Date: Last date of adjudication (whether that’s Truescreen or grantee)
- Last Adjudicated by: Will list the name of the individual who adjudicated, blank if record was last adjudicated by Truescreen



The next series of slides review the Filedprint System.

You are also able to connect with Filedprint:

Filedprint FAQs: <https://fieldprintcnscs.com/>

Filedprint Customer Service

- Phone: 877-614-4364
- Email: customerservice@fieldprint.com

Fieldprint System – Compliance Built In

Corporation for
NATIONAL &
COMMUNITY
SERVICE



Fieldprint will:

- Conduct FBI Fingerprint checks
- Provide adjudication recommendation based on CNCS eligibility criteria
- Document individual's consent to perform checks
- Document individual's understanding that selection to serve/work is based on NSCHC results
- Provide process timestamps

Fieldprint Adjudication Recommendation



Applicant information is above and cropped out

Order Information

Order Number: [REDACTED]
Program - Division: [REDACTED]
Date Received: 04/23/2019 16:53
Date Completed:
Status: Results Received
Fitness Determination: [REDACTED]

Activity	Activity	Date
	Created Hank Order	04/23/2019 16:53
	Web Appointment # [REDACTED] Scheduled for Apr 24 2019 11:00AM	04/23/2019 16:53
	Prints Transmitted to FBI with TCN: [REDACTED]	04/24/2019 11:06
	FBI returned results	04/24/2019 11:06



Fingerprint Information

Transaction Control Number: 000 [REDACTED]
Reason for Fingerprinting: CNCS SAA
Channeling Agency: FBI-AFIS
Fingerprint Site: Fieldprint Site - Middle Manhattan, NY 3 (PrintScan)
247 West 35th Street (storefront)
New York, NY 10001
Appointment Date: 04/24/2019 11:00 AM
Date Fingerprinted: 04/24/2019 11:01 AM

Services

Adjudication: **Research**

Documents

Document	View
Privacy Act Notice	
Release	

Adjudication recommendation pending

Adjudication recommendation pending

Fieldprint Adjudication Recommendation



Applicant information is above and cropped out

Order Information

Order Number: [REDACTED]
Program - Division: [REDACTED]
Date Received: 09/13/2018 12:36
Date Completed: 09/13/2018 17:03
Status: Results Received
Fitness Determination: Cleared

Activity	Activity	Date
Web Appointment # [REDACTED] for Sep 13 2018 2:00PM	Scheduled	09/13/2018 12:36
Prints Transmitted to FBI with TCN: [REDACTED]		09/13/2018 16:54
FBI returned results		09/13/2018 16:55
Adjudication results received		09/13/2018 17:03



Fingerprint Information

Transaction Control Number: [REDACTED]
Reason for Fingerprinting: CNCS SAA
Channeling Agency: FBI-AFIS
Fingerprint Site: Fieldprint Site - Bend, OR (Postal Connections)
2660 NE Highway 20
Forum Shopping Center, Suite 610
Bend, OR 97701
Appointment Date: 09/13/2018 02:00 PM
Date Fingerprinted: 09/13/2018 04:54 PM

Services

Adjudication: Completed

Documents

Document	View
Privacy Act Notice	
Release	

Adjudication recommendation

Document the results were considered when selecting the individual. There are many ways to conduct this documentation.

Click to view consent form

Fieldprint "Not Cleared"



Applicant information is above and cropped out

Order Information

Order Number: [REDACTED]
Program - Division: [REDACTED]
Date Received: 01/02/2019 16:24
Date Completed: 01/04/2019 16:32
Status: Results Received

Fitness Determination: **Not Cleared**

Activity:	Activity	Date
	Created Hank Order	01/02/2019 16:24
	Web Appointment # [REDACTED] Scheduled for Jan 3 2019 3:30PM [REDACTED]	01/02/2019 16:24
	Prints Transmitted to FBI with TCN: [REDACTED]	01/03/2019 18:45
	FBI returned results	01/03/2019 18:46
	Adjudication results received	01/04/2019 16:32

Adjudication recommendation

Fingerprint Information

Transaction Control Number: [REDACTED]

Reason for Fingerprinting: CNCS SAA

Channeling Agency: FBI-AFIS

Fingerprint Site: Fieldprint Site - Medford, OR (Photo Creations Studio)
1600 North Riverside Avenue
Rogue Valley Mall, Lower Level Entrance 3; next to Cookie Connections
Medford, OR 97501


Appointment Date: 01/03/2019 03:30 PM

Date Fingerprinted: 01/03/2019 06:40 PM

Services

Adjudication: Completed

Documents

Document	View
Privacy Act Notice	
Release	

Additional Resources

Corporation for
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CNCS NSCHC Knowledge Network:

<https://www.nationalservice.gov/resources/criminal-history-check>

CNCS NSCHC Email:

CHC@cns.gov

Your Portfolio Manager or Program Officer!

A Final Word

Corporation for
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COMMUNITY
SERVICE 



The bottom line is that the NSCHC process must be completed ***on-time every-time*** for the safety of our volunteers and the people they serve.

NSCHC is also, equally important, a grant compliance requirement.

Thank you for your diligence in this area and your continued efforts to ensure we are properly safeguarding the communities we serve.