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Washington Service Corps expects 100% compliance with the requirements for criminal background checks as they are listed in Title 45, Code of Federal Regulations, Parts 2510, 2540, 2551, and 2552; as well as the Corporation for National and Community Service (CNCS) Criminal History FAQ’s. The Resources page at the end of this guide includes links to regulations, policies, guidance, and other important information regarding criminal background checks for national service.

This guide includes step-by-step instructions for running NSOPR, WATCH, and FBI checks. There are screen-shots of critical parts of running these checks with notes to help you complete the check in a manner that will be compliant with all regulations. The list of approved state repositories is included with hyperlinks and helpful notes about each of the different state checks.

Who Needs a Criminal Background Check?

All Covered Individuals must have background checks on file with WSC prior to beginning service or work in the AmeriCorps program.

Returning members and staff may continue using the existing WSC-approved checks in following years as long as there is not a break in service or employment of more than 120 days.

Covered Individuals include:

- **AmeriCorps Members** (including leaders) are covered individuals.
- **Project Supervisors** are covered individuals.
- Employees working in an essential program role are covered individuals. This includes **Site Supervisors** assigned to perform supervisory duties of members, as listed below.
Supervisor duties (as it relates to the program role) include:

- Recruitment, placement, screening, and training of members
- Time report approval of members
- Approval for use of time or leave by members
- Tracking of member hours
- Oversight of members in all elements of service
- Ensuring accompaniment of a member by a covered position, while waiting for a background check
- Ensuring that members are trained in and remain aware of prohibited activities and do not engage/participate in such activities
- Oversight of members to ensure they carry out the approved position description responsibilities.

Optional Use of Technical Advisors in lieu of Site Supervisors:
The use of this option requires prior approval by WSC. To obtain this approval, you must submit, in writing, your plan to supervise your WSC members. This plan must include who will provide supervisory duties listed above and what duties will be the responsibility of the Technical Advisors.

Each organization must choose to use Site Supervisors OR Technical Advisors for their entire WSC program. Having site supervisors in some sites and technical advisors in others (with supervision from the project supervisor) will not be approved.

When using this optional supervisory model, members placed in any sub-locations (schools, food banks, health centers, etc) remain supervised by their project supervisors. Any additional oversight by assigned staff at the location, which are not performing fundamental or required program work, are not covered individuals. Serving as an emergency contact, or someone who provides technical advice on how to do something because they are senior to the members in experience, or even provide leadership at the sub-location, does not establish that individual to hold a program role. Rather, such a position is simply someone who is present as part of the sub-location’s own functional purpose, and provides guidance and leadership to everyone present in that activity environment without a focus to serve the member in any special way. WSC refers to these individuals as “Technical Advisors”. In contrast, if your project site application/design places emphasis on these sub-site individuals to be something unique to the members (e.g., *mentors) then the advice would change to identify them as providing essential program service because that’s the program’s design and absent the service the program would not perform. In such cases they would be covered individuals.

*Mentor clarification: If your sites have a defined role to coach and mentor as if it were equal to a supervisor then it would be a covered position.*
General Instructions

Criminal History Checks must be performed on all Covered Individuals (including members and supervisors) prior to enrolling or beginning work in the program.

Failure to provide all of the documentation outlined in this procedure to WSC by the timelines prescribed will deem the applicant ineligible to start his/her service until the documentation is submitted and cleared by WSC, which in turn will move the applicant’s start date forward to the next scheduled WSC program start date.

Project Supervisor responsibility prior to enrolling applicants:

- **Verify identity** by examining the applicant’s government-issued photo identification. A copy of this document must be sent to WSC with enrollment packet.

- Use the **WSC Criminal History Background Check Authorization** form to document prior written consent from the applicant for the checks, and the appropriate sharing of the results of those checks with WSC.
  - The applicant must sign the Authorization form **BEFORE** initiating the WATCH and out-of-state checks.
  - The Authorization also documents the understanding that selection into the program is contingent upon the review of the applicant’s criminal history.

- Review the results of each required check to ensure the applicant meets CNCS eligibility criteria. **To be eligible to serve or work, an individual must not:**
  - be listed on the National Sex Offender Registry
  - have been convicted of a crime that would require registration on a state or federal sex offender registry
  - have been convicted of murder as defined in 18 U.S.C. § 1111

- Provide reasonable opportunity for the applicant to review and challenge the factual accuracy of the result of the check before taking action to exclude the individual.
  - If an applicant is not selected based on the results of that criminal background check, provide WSC with copies of the documentation around this action. Attach a copy of the organization’s policy/procedure outlining the disqualifying offenses.

- Provide safeguards to ensure the confidentiality of any information relating to criminal history checks, consistent with authorization provided by the applicant.

- Provide required **original documents** to WSC no later than the enrollment packet deadline for the desired start date, as listed in the calendar of important dates.
Instructions for
Criminal History Background Checks on Supervisors

Sponsoring Organizations are required to perform the same criminal history checks on supervisors as they do on members. WSC must receive and clear all required criminal history check documents prior to the individual performing supervisory duties of any WSC AmeriCorps member.

A representative (other than the individual being checked) of the Sponsoring Organization must:

- **Verify identity** by examining the individual’s government-issued photo identification. This ID must match any information used to perform the checks. (birth date, name spelling, etc.)

- Use the WSC Supervisor Criminal History Background Check Authorization form to document prior written consent from the individual for the checks, and the appropriate sharing of the results of those checks with WSC.
  - The individual must sign the Authorization form BEFORE initiating the WATCH and out-of-state checks.

- Review the results of each required check to ensure the individual meets CNCS eligibility criteria. To be eligible to serve or work, an individual must NOT:
  - be listed on the National Sex Offender Registry
  - have been convicted of a crime that would require registration on a state or federal sex offender registry
  - have been convicted of murder as defined in 18 U.S.C. § 1111

- Provide reasonable opportunity for the individual to review and challenge the factual accuracy of the result of the check before taking action to exclude them.
  - If an individual is not selected based on the results of that criminal background check, provide WSC with copies of the documentation around this action. Attach a copy of the organization’s policy/procedure outlining the disqualifying offenses.

- Provide safeguards to ensure the confidentiality of any information relating to criminal history checks, consistent with authorization provided by the applicant.

- **Send the following to WSC:**
  - Copy of the government-issued photo ID used to verify identity
  - Original Authorization form, signed in ink by the individual being checked
  - Original NSOPR, WATCH, FBI, and out-of-state (if applicable) results
Criminal Background Check Certification

You must submit a completed WSC Criminal Background Check Certification with the enrollment packet for each member.

After reviewing and considering the criminal background check results, check the appropriate boxes to show which checks have been reviewed:

- The NSOPR and WATCH checks already have check marks next to them because those will always be completed before sending in the enrollment documents.
- Check the appropriate box for the FBI check. (If a waiver is used in place of results, then a new certification will be required when the results are sent to WSC.)
- Check the appropriate box for the out-of-state check. (If a waiver is used in place of results, then a new certification will be required when the results are sent to WSC.)

Project Supervisor must sign and date the certification to document that your organization has reviewed the results and considered them prior to enrolling the member.

Submit the original signed form to WSC with the rest of the member enrollment documents by the enrollment packet due date for the desired term of service.
Instructions for Optional Use of OSPI
WATCH and FBI Check

This section is only for individuals who are assigned to schools and must undergo background checks by the Washington State Office of Superintendent of Public Instruction (OSPI). Please follow these instructions carefully if you have members or supervisors in schools and you wish to use the checks processed by OSPI.

Certificated Staff (Teachers & Administrators) Instructions
Site will send us a copy of their OSPI-issued credentials (teaching certificate). This will take the place of the WATCH and FBI check results. NSOPR and WSC Criminal Background Check Authorization are still required.

Member and Classified Staff Instructions
OSPI and the school districts are not allowed to re-disseminate the information obtained directly from the FBI and Washington State Patrol. The following steps must be followed in order to use these checks in place of the WATCH and Fieldprint FBI checks:

- Complete and sign the OSPI REQUEST FOR BACKGROUND CHECK RESULTS form.
- Submit to OSPI Fingerprint Records Office by email, fax, or hand delivery.
- OSPI will mail the results to the individual at the mailing address on the form.
- The individual will provide the original results documents to the site.
- The site will mail or deliver the original results documents to WSC.
  - Expect 1-3 weeks for results after submission of fingerprints.
  - Results must be submitted to WSC prior to enrollment of the member.

NOTES:
- This check covers the WATCH and FBI only. You must complete the NSOPR and out-of-state (if applicable) checks on members, certificated staff, and classified staff and submit to WSC with enrollment paperwork.
- The WSC Criminal Background Authorization form is still required to be signed prior to initiating the state and FBI checks. This is a CNCS requirement.
- WSC does not reimburse sites for these checks done through OSPI.
Sex Offender Check Instructions

Run the check:

- Enter First and Last Names in the appropriate fields and click “SEARCH”.
  - Names must be entered exactly as they appear on the government-issued photo ID used to verify identity.
- Read the Conditions of Use and check box to acknowledge terms of NSOPW.
- Type in the code you see in the box below the acknowledgement and click “CONTINUE”.
- Click “Print View” and print the results. Supervisor must print out the results with the computer-generated print date indicated on the page.

Review and document results:

- If there is a message below the individuals name that identifies a jurisdiction could not be accessed, you must keep this copy and re-run the check later, or the next day if necessary, until all jurisdictions were checked.
- If results come back with one or more names on the list, Supervisor must:
  - Select and review each name to confirm it does not correspond to the applicant.
  - Make a note next to each name as to why it is not a match.
  - **NOTE:** Address or location cannot be used to rule out a name on the NSOPR. Please use name, age, date of birth, gender, race, or picture.
  - If there isn’t enough information on the main results screen to rule out a name, then you click on the name to view the details on the local jurisdiction’s site. You do not need to print the detail page. Write a note on the main results printout stating what you found that ruled them out.
  - Initial each page of the NSOPR result.
  - If any name on the list cannot be ruled out, then the applicant must provide evidence that this is not them in order to be eligible to serve. An individual listed on the National Sex Offender Registry is not eligible to serve or work in any national service program, including WSC.

Provide the original (all notes and initials in ink) NSOPR to the WSC with the applicant’s enrollment paperwork.
This is a complete check with no records found.

First and Last names spelled correctly.

Computer-generated date.

No states listed as unavailable.

Includes all jurisdictions.

National Sex Offender Search Results

0 records from a national search including all states, territories and Indian Country for First Name like Jacob, Last Name like Farnesworth

Search performed 5/23/2014 5:02 PM EDT
This Check Must Be Run Again Until ALL Jurisdictions Are Searched
When a list of names comes up on an NSOPR search, all names must be ruled out and documented.

A hit that cannot be ruled out by the information on this screen, must be investigated further. Click on the name to bring up details from the state where they are registered.

Make a note for each name, telling how the individual was ruled out.

Initial each page.

Send original copy with notes & initials in original ink to WSC.

Address can NOT be used to rule out a hit.
You Do NOT need to print this screen for WSC.

View it to find an age, birth date, gender, race, middle name, or picture to rule them out.

Do NOT use address or location, except if the person is listed as incarcerated.

Information will be found in different locations on the pages for different states.
WATCH Check Instructions

For Members and Covered Staff in schools, see Instructions for Optional Use of OSPI WATCH and FBI Check.

To run the check and obtain results:

- Go to [http://watch.wsp.wa.gov](http://watch.wsp.wa.gov)
- Log in and click on "Criminal History Request: Process Criminal History Requests".
- Enter first & last name and date of birth as they appear on government issued photo ID. Middle initial, gender, and race are optional.
- Results will come to your WATCH "In Box".
  
  **NOTE:** Printouts of transaction history logs or list of results in an in box do not meet compliance requirements and this method of providing the results will not be approved by WSC as the required documentation.
- Click on each person’s result and print each full-page results report (Web Search No Record Found Report or Web Search Transcript).

To review and document the results:

- To be automatically cleared, the results on this check must come back in one of two ways with the results either reading, "**No Record**" or "**No Exact Match**", which means there is no conviction record in the WSP database that matches the search criteria.
- **If the record shows “No Exact Match”, but there is a “candidate list”** of one or more names at the bottom, then you must check each name on the list and document how it is not the person you are checking. Name, gender, and date of birth are the most common ways to rule them out. **You must initial each page of this candidate list.**
  
  **NOTE:** If one of the individuals on the candidate list turns out to be your applicant, then you must print the record for that name and follow the instructions below for when a record is found.
- **If the record shows “Duplicate Match”,** this is not cleared and does not meet compliance requirements. Follow instructions on the printed Web Search Transcript to send additional information to WSP so they can do a more in-depth review of the record. If results are not narrowed down after the second check, WSP will require a thumbprint to be sent in so they can match the correct record.
- **If a criminal record is found** for your applicant, print the complete Web Search Transcript. You must verify that the individual does not have any murder convictions or any convictions that requires them to register as a sex offender.

Send the original completed WATCH Check to the WSC with the enrollment paperwork. **WSC must receive the original printout with any notes in original ink.**
After submitting your request, the results come to your “IN BOX”

This check is not yet complete. DO NOT print this screen.

Click the underlined result to display the report for each individual checked.
No Record Found Report is the screen to print for anyone who has no criminal convictions in Washington State.

Before sending this in to WSC, verify that the name and date are correct according to the government issued ID used to verify their identity.

Web Search No Record Found Report

Washington State Patrol  
Identification and Criminal History Section  
P.O. Box 42633  
Olympia, Washington 98504-2633  
Telephone (360) 534-2000

THE FOLLOWING WEB SEARCH NO MATCH FOUND REPORT IS FURNISHED FOR OFFICIAL USE ONLY

This report was generated from a transaction run on 08/20/2010 at 11:17  
Conviction Criminal History RCW 10.97.050(1)

Pursuant to the purpose of inquiry, NO RECORD was found in the Washington State Criminal History Repository based on the descriptors provided:

, SAMANTHA DOB 11/02/1988

This may mean that the person you searched for has no criminal conviction record OR that your search criteria did not match the spelling of the person’s name or date of birth.

Positive identification or non-identification in the Washington State Patrol’s database, can only be determined by fingerprint comparison.
Web Search Transcript is what you get if there is a possible record found.

While the results say no exact match was found, this one includes a candidate list of records with similar criteria to what you entered.

You must make notes (name, DOB, gender, etc) why each name listed is not your applicant, then initial each page.
If the report comes back and says possible Duplicate Match or Duplicate Record, then you must take additional steps in order to complete the check.

Follow the instructions in the lower section of the report to request a more advanced search from the Washington State Patrol.
For Members and Covered Staff in schools, see Instructions for Optional Use of OSPI WATCH and FBI Check.

WSC has a contract with Fieldprint to provide this service. There are slightly different processes for members and for covered staff. Members will use a code provided to the project by WSC that allows Fieldprint to bill WSC directly. **Covered staff will use a different website and will use a credit card to pay for the check** online when scheduling with Fieldprint. There is no code needed for Covered Staff, because this check is paid for by the sponsoring agency or the site.

Project Supervisors, and anyone in your organization responsible for administering this check, should read and become familiar with the instructions referenced below for members and covered staff.

**NOTE:** For both members and staff there is a limited timeframe to access the results before they are deleted. Additionally, the results are automatically deleted after they are accessed and downloaded. More information about this is included in the email notification that results are ready. Please encourage all individuals to read that entire email before accessing results.

**FBI Checks for COVERED STAFF:**

- Covered staff will go to [www.fieldprintfbi.com](http://www.fieldprintfbi.com).
- Click “Continue Without Fieldprint Code”. The code provided by WSC is for members only. Covered staff will not use the code.
- The individual will register, schedule, and pay online with a credit card.
- When asked the reason for requesting the record, the individual should enter “Personal Review” in the field.
- Covered staff persons do not have the option to share electronically with WSC.
- The individual must print the results and give to the site.
  - WSC recommends that when accessing the results, the individual checks the box to save the results for seven days. This can prevent the need for a second check if the results are lost or damaged before getting to WSC.
- Verify that the individual does not have any murder convictions or any conviction that requires them to register as a sex offender.
- Send original results to WSC with other required documents.
FBI Checks for **MEMBERS**:

- Give member-applicant the WSC Member FBI Instructions, along with the Fieldprint code that we provide to your site via email.
- Make sure the applicant knows the name of your organization to enter during the Fieldprint scheduling process (acronyms are okay as long as WSC will recognize them).
- Shortly after fingerprinting, the member will receive an email that their results are ready. They log back in to Fieldprint from a computer (not a mobile device) to:
  - Download their results
  - Agree to share electronically with WSC
  - Print out a copy to provide to the site
- Verify that the individual does not have any murder convictions or any conviction that requires them to register as a sex offender.
- This printed result must be included in the applicant’s enrollment packet, received by the enrollment document due date designated for the anticipated start date.

It is important to **remind members not to access their FBI results from a cell phone.** This will cause an error that will require the member to do the entire fingerprinting process again, incurring a second Fieldprint charge. WSC will pay for one Fieldprint FBI check per member that enrolls.

**WSC will bill your organization for any additional checks on an enrolled member, or any checks on a person that you do not enroll.**

**Fieldprint requires 24 hours notice to cancel or change a fingerprint appointment. WSC will bill your organization for any cancellation/rescheduling charges.**

Project Supervisors are required to add the original Fieldprint record to the enrollment packet to be submitted to the WSC for that member and may retain a copy per your organizational requirements around background check reviews. Your organization must have clear policies and/or procedures in place in order to use the results of these checks for screening beyond the CNCS requirements.

If the member-applicant or the Supervisor has any issues or questions, they may contact Fieldprint customer service directly at (877) 614-4364 or at CustomerService@fieldprint.com. They may also select the “Contact Us” link on the website. If you contact Fieldprint directly, please inform the WSC of any technical advice that may be helpful to others by contacting the WSC main office at 1-888-713-6080 or wscmail@esd.wa.gov.
Steps to get fingerprinted:
1. Go to www.fieldprint.com and enter the code provided by your Project Site Supervisor.
2. Follow the instructions to register with Fieldprint,
   a. Enter legal first and last name exactly as it appears on your government-issued photo ID. This must be the ID submitted to WSC to verify identity.
   b. Enter **Personal Review** when asked the reason for your request.
   c. Check **No** when asked if this is for employment, licensing, or apostille.
3. Fieldprint will review the information and send an email that the registration is approved (usually within a couple business hours).
4. Log in, click “Continue Scheduling” and complete the demographic information.
5. When **Service Site** is requested, enter your sponsoring organization (project site).
6. Select a Fieldprint Livescan location and schedule your fingerprinting appointment.
   a. **Members must choose “Livescan” locations clearly defined as “Fieldprint Site” in the location name, and “Preferred Site” in the Notes field.** All other locations will require your project site to get approval from WSC prior to scheduling your appointment.

   **NOTE:** Cancellation/rescheduling fees apply if you do not show up at your scheduled time and fail to cancel/change at least 24 hours in advance.

Steps to take after fingerprinting:
1. You will receive an email from Fieldprint indicating your results are ready.
   **NOTE:** Call Fieldprint if you do not receive this email within 2 days of fingerprinting.
2. Follow the instructions in the email to log in and retrieve your record on a computer with a printer. **DO NOT access your results from a mobile device!** This will cause an error that will require you to re-do the process and create an additional charge for your project site.
3. When asked for permission to share the results with WSC, you must answer “Yes” in order to be eligible to serve and for WSC to pay for this FBI check.
4. Print the results and deliver to your Supervisor ASAP (they must submit this with your enrollment paperwork 2 weeks prior to your start date).

Contact Fieldprint customer service team with any issues or questions at:
1-877-614-4364 or customerservice@fieldprint.com.
Name and birth date must be entered exactly as shown on government-issued photo ID. Check “Yes”.

Reason for Request: “Personal Review”

Country of Citizenship must be USA. Fieldprint cannot run your check if you say you are not a Citizen of the USA. Check “No”.

This is not for employment.
After Fieldprint sends an approval email, log back in, complete demographics info and this screen comes up.

Enter name of organization that you will be serving with.
The scheduling page will default to search from your home address.

You can search from any zip code or city/state in the U.S.

Members must use Fieldprint Livescan sites.

If this causes a hardship, please contact your supervisor to work with WSC on a possible solution.

Do NOT use non-livescan locations.
Your sponsoring organization will incur a $25 fee if you cancel or change the appointment with less than 24 hours notice...

Even if you made the appointment the same day!
DO NOT USE A CELL PHONE TO DOWNLOAD RESULTS FROM FIELDPRINT!

Using a mobile device to access the Fieldprint results will cause an error that will require new fingerprinting and an additional $48 charged to the organization that selected you for service.
After downloading results, this screen comes up.

Members must agree to share results electronically with WSC in order to be eligible.

Remember to click “Save and Continue”

Check this box

Must click “Yes” in order to be eligible to serve
Out-of-State Check Instructions

Required for any member or supervisor living outside of Washington State at the time of application to the AmeriCorps position

Please refer to the most current WSC List of Approved Out-of-State Repositories to find the information for the state in which the individual resided at the time of application. This list will help assess the cost, process, requirements, and turnaround time for the state of residence check on each applicant you may be considering.

These are the only CNCS-approved sources to provide the results. The use of any other agency or vendor for these checks will not satisfy the requirements of this check.

The results must meet the eligibility criteria outlined in the General Instructions section of this guide.

Criminal History Background Check (CHBC) Out-of-State Results Waiver Form

If out-of-state check results will not be available by the enrollment deadline, you may request a WSC waiver from the WSC Compliance Coordinator. Make this request early to ensure that it is completed and submitted by the enrollment deadline. Send the waiver form, with the original signature of the Sponsoring Organization representative, to WSC in place of the out-of-state check results with the enrollment packet.

If WSC does not receive the completed form by the deadline, then the applicant will not be eligible to start on the anticipated start date. This will move the applicant’s start date forward to the next scheduled WSC program start date; provided that WSC receives all required documents by the deadline for that next start date.

The check must be initiated prior to submitting a waiver form. The waiver form does not forego the check. It only allows the member to enroll and begin service while the results are pending. Submit the original check results to the WSC Compliance Coordinator as soon as they are available.

WSC will not approve any member or supervisor to begin service or work in a WSC AmeriCorps program prior to:

- Completion of the NSOPR and WATCH checks
- Initiation of both the FBI and out-of-state checks (if applicable)
- Completion of either the FBI or the out-of-state checks (if applicable)

Note: Please notify WSC if efficiencies or other resources beneficial to other program supervisors are discovered while working with the listed repositories.
## WSC List of Approved Out-of-State Repositories
### With Notes and Hints

<table>
<thead>
<tr>
<th>State</th>
<th>Agency</th>
<th>Web Site</th>
<th>Need Account</th>
<th>Cost</th>
<th>Miscellaneous Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Alabama Bureau of</td>
<td><a href="http://www.acic.alabama.gov/page-/CriminalHistories">http://www.acic.alabama.gov/page-</a></td>
<td>No</td>
<td>$25.00</td>
<td>Fingerprinting is required at additional cost. Applicant should follow directions to request their own Alabama Criminal History Record. Otherwise there is a $95 change to set up an employer account and then $12-$15 per check. Processing takes 5-10 business days from the time they receive the prints.</td>
</tr>
<tr>
<td>Alaska</td>
<td>Dept of Public Safety</td>
<td><a href="http://www.dps.state.ak.us/Statewide/background/">http://www.dps.state.ak.us/Statewide/background/</a></td>
<td>No</td>
<td>$20.00</td>
<td>Name-based check is $20. Click on &quot;Request for Criminal Justice Information from record subject&quot; Complete form, checking box #2, &quot;Criminal Justice Information available to ANY Person for ANY PURPOSE&quot; Mail in form with signature of applicant and agency representative. They will mail or fax the results, based on your request. Member sign form (does not need to be notarized) Approximately 3 week turnaround.</td>
</tr>
<tr>
<td>Arizona</td>
<td>Dept of Public Safety</td>
<td></td>
<td></td>
<td></td>
<td>Due to legal restrictions on accessing the State of Arizona Criminal History Record Repository, the WSC has obtained an exemption from CNCS allowing us to skip this check for applicants who lived in Arizona at the time they submitted their AmeriCorps application for the position. All other checks are still required.</td>
</tr>
<tr>
<td>Arkansas</td>
<td>Arkansas Crime Information Center</td>
<td><a href="http://www.asp.state.ar.us/criminal/volunteers.html">http://www.asp.state.ar.us/criminal/volunteers.html</a></td>
<td>No</td>
<td>$10.00</td>
<td>$10 for name-based check for volunteers by mail. At the bottom of the web page, click on &quot;Volunteer State Background Check Form&quot; and follow instructions to complete and submit request. Notice that requests by mail must have signature notarized. The website says they process the request and mail out the results within 1 business day.</td>
</tr>
</tbody>
</table>

Current as of May 14, 2014
## WSC List of Approved Out-of-State Repositories
### With Notes and Hints

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</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>Department of Justice</td>
<td><a href="http://oag.ca.gov/fingerprints">http://oag.ca.gov/fingerprints</a></td>
<td>Yes</td>
<td>$32 + $89 one-time charge</td>
<td><strong>NOTE:</strong> Due to the lengthy process to get approved, WSC will only allow a site to enroll members from California if they have already been approved by the California Department of Justice as a Custodian of Record. California is a 2+ month process to get approved before you can run checks on individuals. California charges $89 to become a custodian of record and $32 for each individual search. Your agency would choose one or more persons to be the &quot;Custodian of Records&quot; to be responsible for the maintenance of the individual criminal background histories of your employees. You will use the application package specific to AmeriCorps. Some information on their website is confusing and/or incorrect. WSC highly recommends contacting the State of California to verify the most current details on how to successfully complete the correct application before applying. <a href="mailto:authorizationquestions@doj.ca.gov">authorizationquestions@doj.ca.gov</a> After getting this approval it can take another month to complete the background check. Results come to your CA DOJ &quot;In Box&quot; and no email notification is given. You should begin checking your in box 3 weeks after sending in fingerprint cards and continue to check regularly until results are available to print. If you are considering selecting members from this state, WSC recommends that you begin this process as early as possible to reduce the risk of missing the deadline to start a member. If you have not begun the process 90 days before the member start date, you will likely not get this done in time and will not be able to enroll the individual.</td>
</tr>
<tr>
<td>Colorado</td>
<td>Bureau of Investigation</td>
<td><a href="https://www.cbirecordscheck.com/">https://www.cbirecordscheck.com/</a></td>
<td>No</td>
<td>$6.85</td>
<td><strong>NOTE:</strong> Instant online with credit card</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Dept of Public Safety</td>
<td><a href="http://www.ct.gov/dps/site/default.asp">http://www.ct.gov/dps/site/default.asp</a></td>
<td>No</td>
<td>$50.00</td>
<td>Click on &quot;Reports and Records&quot; under Online Services. Scroll down to State Police Bureau of Identification and follow directions to request criminal history record. Must print out form, complete it checking the box that says &quot;Conn. Only criminal conviction/history record search - $50.00&quot; - Mail with $50 payment to be processed. Turnaround time is unknown.</td>
</tr>
<tr>
<td>Delaware</td>
<td>State police</td>
<td><a href="http://dsp.delaware.gov/StateBureauofIdentification.shtml">http://dsp.delaware.gov/StateBureauofIdentification.shtml</a></td>
<td>No</td>
<td>$52.50</td>
<td>Fingerprints required at additional cost. If applicant is still in Delaware, they can request the record in person at one of 3 locations listed on the website. After leaving Delaware, the applicant can request record by sending payment and completed fingerprint cards by mail. Call 302-672-5318 for current instructions. Turnaround time by mail is 1-1/2 - 3 weeks.</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>Metropolitan Police Department</td>
<td><a href="http://mpdc.dc.gov/page/police-clearances-arrest-and-criminal-history-section">http://mpdc.dc.gov/page/police-clearances-arrest-and-criminal-history-section</a></td>
<td>No</td>
<td>$7.00</td>
<td>If applicant is still in DC, they can make the request in person at MPDC headquarters, 300 Indiana Ave NW, Room 1075 with a Driver's License or &quot;Non-Driver ID&quot; and $7 cash or money order payable to DC Treasurer. These requests take approximately 24 hours to process. If applicant has moved from DC, request can be made by mail with a notarized letter from the individual. Follow instructions on the web page. These mail requests take approximately 6 weeks to process.</td>
</tr>
<tr>
<td>Florida</td>
<td>Criminal Justice Information System</td>
<td><a href="https://web-file.state.fl.us/search/app/default">https://web-file.state.fl.us/search/app/default</a></td>
<td>No</td>
<td>$24.00</td>
<td>If there is more than one match for the name provided, they charge an additional $24 per record accessed. Instant online with credit card</td>
</tr>
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## WSC List of Approved Out-of-State Repositories

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<tr>
<td>Georgia</td>
<td>Georgia Bureau of Investigation</td>
<td><a href="http://gbi.georgia.gov/obtaining-criminal-history-record-information">http://gbi.georgia.gov/obtaining-criminal-history-record-information</a></td>
<td>Yes</td>
<td>$25.75</td>
<td>Do NOT use &quot;Georgia Felon Search.&quot; It only searches felony records and does not comply with CNCS requirements. Fingerprint required at additional cost. Scroll down to &quot;OUT OF STATE EMPLOYMENT/PERSONAL REASONS&quot; and follow instructions for &quot;out-of-state individuals requiring fingerprint-based background criminal history records...&quot; Turnaround time unknown. Alternatively, your organization can register for GAPS online system and send applicant to one of several of their Livescan fingerprint locations in Georgia. Registration can take a couple of weeks and the check will then take several days. This method will cost approximately $36.</td>
</tr>
<tr>
<td>Guam</td>
<td>Superior Court of Guam</td>
<td><a href="http://www.guansupremeoutcounrt.com/superior.html">http://www.guansupremeoutcounrt.com/superior.html</a></td>
<td>No</td>
<td>$30</td>
<td>Email name, DOB, and SSN to <a href="mailto:scog_records@mail.justice.gov.gu">scog_records@mail.justice.gov.gu</a>. They will email information on price and how to pay by mail with credit card, money order, or cashier's check. Fees will vary depending on how many records, pages, etc. are found; as well as the cost to mail the results to you. Usually should be less than $30.</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Criminal Justice Data Center</td>
<td><a href="https://ecrim.ehawaii.gov/ahawai">https://ecrim.ehawaii.gov/ahawai</a></td>
<td>Yes</td>
<td>$15.00</td>
<td>$1 one-time charge to sign up on the online system. Click &quot;Sign Up Here&quot; at the bottom of the page. Instant online with credit card.</td>
</tr>
<tr>
<td>Idaho</td>
<td>State police</td>
<td><a href="http://www.isp.idaho.gov/BCI/index.html">http://www.isp.idaho.gov/BCI/index.html</a></td>
<td>No</td>
<td>$20 +</td>
<td>Click on &quot;Fingerprinting &amp; Background Checks.&quot; Click on &quot;Name Based Check&quot; then click on &quot;Name Based Criminal Background Check Form&quot; to download form. Complete and print form (applicant's signature not required for conviction record). Mail form with payment according to directions. Turnaround time is unknown.</td>
</tr>
<tr>
<td>Illinois</td>
<td>State Police</td>
<td><a href="http://www.isp.state.il.us/crimhistory/chri.cfm">http://www.isp.state.il.us/crimhistory/chri.cfm</a></td>
<td>No</td>
<td>$16.00</td>
<td>Non-fingerprint, name-based search is sufficient. Order the Non-Fingerprint Request Form by calling (815) 740-5160 or by clicking &quot;Order Forms via the Internet&quot; at the bottom of the web page. They will mail the form to arrive in 2-4 business days. We hear it takes 2-3 weeks for results.</td>
</tr>
<tr>
<td>Indiana</td>
<td>State police</td>
<td><a href="http://www.in.gov/va/applfiles/isps-icfi/">http://www.in.gov/va/applfiles/isps-icfi/</a></td>
<td>No</td>
<td>$16.32</td>
<td>At bottom of page, check box to agree to terms and click &quot;Start Search.&quot; Check &quot;no&quot; to the 1st 3 questions asked in order to do a check by credit card. Otherwise you pay $95 to get an account to run the check for $7 or $15. Instant online with credit card.</td>
</tr>
<tr>
<td>Iowa</td>
<td>Department of Public Safety (Division of Criminal Investigation)</td>
<td><a href="https://iowacriminalhistory.iowa.gov/default.aspx">https://iowacriminalhistory.iowa.gov/default.aspx</a></td>
<td>no</td>
<td>$15.00</td>
<td>Instant online with credit card.</td>
</tr>
<tr>
<td>Kentucky</td>
<td>State police</td>
<td>[<a href="http://www.kentuckystatepolice.org/pdf/employm">http://www.kentuckystatepolice.org/pdf/employm</a> entrev11-10.pdf](<a href="http://www.kentuckystatepolice.org/pdf/employm">http://www.kentuckystatepolice.org/pdf/employm</a> entrev11-10.pdf)</td>
<td>No</td>
<td>$20.00</td>
<td>Applicant must complete Request for Conviction Records and mail in with payment according to instructions on form. Turnaround time is unknown.</td>
</tr>
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<td><strong>Louisiana</strong></td>
<td>State police</td>
<td><a href="http://www.lsp.org/technical.html">http://www.lsp.org/technical.html</a></td>
<td>Yes</td>
<td>$26.00</td>
<td>Fingerprints required at additional cost. Applicant will request their own record and then forward it to your organization. Applicant must complete and send in Louisiana’s “Authorization Form” and “Rap Disclosure Form” with their fingerprints and payment. In the “Reason For Request” section of the authorization form, select “Right to Review” Applicant will enter their own name on the Agency Name line at the top of the authorization form. Processing takes 15-21 business days.</td>
</tr>
<tr>
<td><strong>Maine</strong></td>
<td>State police</td>
<td><a href="http://www10.informe.org/PCR/">http://www10.informe.org/PCR/</a></td>
<td>No</td>
<td>$31.00</td>
<td>Search is run online with credit card. Results are sent by email usually in 2-12 hours. Some searches can take up to 2 weeks.</td>
</tr>
<tr>
<td><strong>Maryland</strong></td>
<td>Department of Public Safety</td>
<td><a href="http://www.dpsns.state.md.us/publicserve/bq/cbcek.shtml">http://www.dpsns.state.md.us/publicserve/bq/cbcek.shtml</a></td>
<td>No</td>
<td>$18.00</td>
<td>Fingerprints required at additional cost. Call 1-888-795-0011 to request a fingerprint card and then applicant can request their own record by mail. Results take 10-15 business days.</td>
</tr>
<tr>
<td><strong>Massachusetts</strong></td>
<td>Department of Public Safety</td>
<td><a href="http://www.mass.gov/eopss/agencies/djfs/">http://www.mass.gov/eopss/agencies/djfs/</a></td>
<td>No</td>
<td>$25.00</td>
<td>Register on iCORI as an organization. Create online account as “Volunteer Organization” to get the checks for $25 instead of $50 each. Instant online with credit card</td>
</tr>
<tr>
<td><strong>Michigan</strong></td>
<td>State police</td>
<td><a href="http://apps.michigan.gov/ichat/home.aspx">http://apps.michigan.gov/ichat/home.aspx</a></td>
<td>Yes</td>
<td>$10.00</td>
<td>Instant online with credit card</td>
</tr>
<tr>
<td><strong>Minnesota</strong></td>
<td>Department of Public Safety</td>
<td><a href="https://dps.mn.gov/divisions/bca/pages/background-checks.aspx">https://dps.mn.gov/divisions/bca/pages/background-checks.aspx</a></td>
<td>No</td>
<td>$15.00</td>
<td>Do NOT use the online public name check for Minnesota. This system does not meet CNCS requirements. Follow instructions for “Serve America Act” statewide search. Use the “Serve America Act Request Form”. Applicant must have the form notarized and then it gets mailed with payment (check or money order) to Minnesota. Alternately, the applicant can go into the Minnesota Bureau of Criminal Apprehension at 1430 Maryland Ave, East, St. Paul, MN with government-issued photo ID and $5 (check or money order) and obtain their own record on site. Requests by mail will take about 2-3 weeks to receive results.</td>
</tr>
<tr>
<td><strong>Mississippi</strong></td>
<td>Department of Public Safety, Criminal Information Center</td>
<td><a href="http://www.dps.state.ms.us/crime-investigation/bureau-of-investigation/">http://www.dps.state.ms.us/crime-investigation/bureau-of-investigation/</a></td>
<td>No</td>
<td>$32.00</td>
<td>Name-based check by mail. Call 1-800-594-3997 to request their form to be emailed to you. Mail completed, signed form with $32 (money order only) to the address listed on the form. They estimate turnaround of 3 business days from the time that they receive the request.</td>
</tr>
<tr>
<td><strong>Missouri</strong></td>
<td>State Highway Patrol</td>
<td><a href="http://www.mshp.dps.mo.gov/MISP/crime/investigation/">http://www.mshp.dps.mo.gov/MISP/crime/investigation/</a></td>
<td>Yes</td>
<td>$11.00</td>
<td>&quot;MACHS&quot; name-based check is $10 plus &quot;small convenience fee&quot; Instant online with credit card</td>
</tr>
<tr>
<td><strong>Montana</strong></td>
<td>Department of Justice</td>
<td><a href="https://app.mt.gov/choprs/">https://app.mt.gov/choprs/</a></td>
<td>No</td>
<td>$11.50</td>
<td>Instant online with credit card</td>
</tr>
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# WSC List of Approved Out-of-State Repositories

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<tr>
<td>Nebraska</td>
<td>State Patrol, Criminal Identification Division</td>
<td><a href="https://statepatrol.nebraska.gov/criminalhistoryreports.aspx">https://statepatrol.nebraska.gov/criminalhistoryreports.aspx</a></td>
<td>No</td>
<td>$15.00</td>
<td>Download &quot;Criminal History Request Form&quot; at bottom of page. Complete form and mail with payment according to instructions. Note: The &quot;Public Record&quot; is all that is needed so the request form does NOT need to be notarized. There is an option for results to be sent by fax or mail. Unknown turnaround time. Alternatively, you can submit an online request for $18 by credit card at <a href="http://www.ne.gov/go/crime_report">http://www.ne.gov/go/crime_report</a>. Results will be sent within 3 days.</td>
</tr>
<tr>
<td>Nevada</td>
<td>Department of Public Safety</td>
<td><a href="http://www.nvrepository.state.nv.us/Criminal/forms/DPS_006_Form.pdf">http://www.nvrepository.state.nv.us/Criminal/forms/DPS_006_Form.pdf</a></td>
<td>No</td>
<td>$21.00</td>
<td>Fingerprints required at additional charge. Applicant must complete form, get fingerprinted, and mail with payment according to instructions. Allow approximately 45 days for processing, upon receipt by the Repository.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>State police</td>
<td><a href="http://www.nh.gov/safety/divisions/nhsp/sb/criminal">http://www.nh.gov/safety/divisions/nhsp/sb/criminal</a> Records/index.html</td>
<td>No</td>
<td>$25.00</td>
<td>Requests must be made in person or by mail, using completed Criminal Record Release Authorization Form. Applicant must have form notarized. Unknown turnaround time.</td>
</tr>
<tr>
<td>New Jersey</td>
<td>State police, Criminal Information Unit</td>
<td><a href="http://www.njsp.org/about/serv_chrc.html">http://www.njsp.org/about/serv_chrc.html</a></td>
<td>No</td>
<td>$18.00</td>
<td>Follow instructions for “Name Check” Must call or write NJ State Police to get the SBI 212B Form sent to you so you can conduct this check. (609) 882-2000, extension 2918 It takes 7-8 business days from the time they receive the completed form to process and send back. Expect total of about 3-4 weeks from the time you request the form until you receive results.</td>
</tr>
<tr>
<td>New Mexico</td>
<td>Department of Public Safety</td>
<td><a href="http://www.dps.state.nm.us/index.php/criminal-history-records/">http://www.dps.state.nm.us/index.php/criminal-history-records/</a></td>
<td>No</td>
<td>$15.00</td>
<td>Applicant to complete the Authorization for Release of Information Form, and sign in front of a Notary with valid ID and social security card. Mail in with $15 check or money order. Results in 7-15 working days.</td>
</tr>
<tr>
<td>New York</td>
<td>Office of Court Administration</td>
<td><a href="http://www.nycourts.gov/APPS/chrs/onlinedirectaccess.shtml">http://www.nycourts.gov/APPS/chrs/onlinedirectaccess.shtml</a></td>
<td>yes</td>
<td>$68.00</td>
<td>CNCS has approved this online name-based search through the New York State Office of Court Administration. * Click &quot;Create Account/Submit Search&quot; at the bottom of the page. * Create a &quot;Public Account&quot; and you can search their database with the applicant's legal name (as appears on government-issued photo ID) and Date of Birth. * Payment is required by debit or credit card ($65 + $3 fee for using a card). Results are often available online within minutes, but could take a few days in some cases.</td>
</tr>
<tr>
<td>North Carolina</td>
<td>Department of Justice</td>
<td><a href="http://in.gov/DOJ/State-Bureau-of-Investigation/Background-Checks.aspx">http://in.gov/DOJ/State-Bureau-of-Investigation/Background-Checks.aspx</a></td>
<td>No</td>
<td>$14.00</td>
<td>Fingerprints required at additional cost. Follow instructions for &quot;Background Check on Yourself&quot; Download &quot;Right to Review&quot; packet. Member must follow instructions to complete form, get printed, and mail to NCDOJ. Member gets results by mail and is allowed to share them with anyone they want. Payment by money order or certified check only. Unknown turnaround time.</td>
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<td>North Dakota</td>
<td>Office of Attorney General</td>
<td><a href="http://www.ag.state.nd.us/bci/CHR/NDCHRRequest.html">http://www.ag.state.nd.us/bci/CHR/NDCHRRequest.html</a></td>
<td>No</td>
<td>$15.00</td>
<td>Name-based check. Download and complete Request for Criminal History Records and mail with check or money order according to instructions. 2 week turnaround time for results.</td>
</tr>
<tr>
<td>Northern Mariana Islands</td>
<td>Department of Public Safety</td>
<td><a href="http://www.dps.gov.mp">www.dps.gov.mp</a></td>
<td>No</td>
<td></td>
<td>So far, WSC has been unable to determine the process. Please contact WSC as soon as possible if you are considering an applicant from the Commonwealth of the Northern Mariana Islands.</td>
</tr>
<tr>
<td>Ohio</td>
<td>Office of Attorney General</td>
<td><a href="http://www.ohioattorneygeneral.gov/Business/Services-BizServices/Webcheck">http://www.ohioattorneygeneral.gov/Business/Services-BizServices/Webcheck</a></td>
<td>No</td>
<td>varies</td>
<td>Criminal-History checks not performed by Attorney General, but by sites across the state (over 600 sites). If still in Ohio, follow instructions on website to use the Webcheck system with their vendor. Get the BCI check only through this source. Do not pay the extra for the FBI check through Ohio’s system. Price varies by printing location. It appears to cost between $25 and $50. If requesting the record after leaving Ohio, call 877-224-0043 to have fingerprint cards mailed to your address. Turnaround time reportedly about 1 month.</td>
</tr>
<tr>
<td>Oklahoma</td>
<td>Bureau of Investigation</td>
<td><a href="http://www.ok.gov/osbi/Criminal_History/index.htm">http://www.ok.gov/osbi/Criminal_History/index.htm</a></td>
<td>No</td>
<td>$15.00</td>
<td>Click on “OSBI Criminal History Request Form” Name-based search of OSBI Criminal History Database. Must complete form and send with payment according to instructions. Requests are processed and returned in 1-3 weeks.</td>
</tr>
<tr>
<td>Oregon</td>
<td>State police</td>
<td><a href="http://www.oregon.gov/OSP/ID/public_records.shtml">http://www.oregon.gov/OSP/ID/public_records.shtml</a></td>
<td>No</td>
<td>$10.00</td>
<td>Click “Online Request” Results are instant online with credit card.</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>State police, Bureau of Records &amp; Information Services</td>
<td><a href="http://www.portal.state.pa.us/portal/server.pt?open=45516&amp;objID=45567&amp;PageID=45552&amp;mode=2">http://www.portal.state.pa.us/portal/server.pt?open=45516&amp;objID=45567&amp;PageID=45552&amp;mode=2</a></td>
<td>No</td>
<td>$10.00</td>
<td>PATCH Online with credit card. Results usually instant, sometimes up to 4 weeks if verification is needed.</td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>Dept of Justice, Criminal Justice Information Systems</td>
<td><a href="http://www.justicia.gobierno.pr">www.justicia.gobierno.pr</a></td>
<td>No</td>
<td></td>
<td>Website is in Spanish. Unsure of process.</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>Office of Attorney General, Bureau of Criminal Identification</td>
<td><a href="http://www.riag.ri.gov/bci/records.php">http://www.riag.ri.gov/bci/records.php</a></td>
<td>No</td>
<td>$5.00</td>
<td>Scroll down and follow directions for third party release. Member must sign and have release notarized. Include copy of photo ID and mail with payment and self-addressed, stamped envelope according to instructions. Processing time is 7 business days. If the applicant is still in Rhode Island, they can get the record in person at the BCI desk with ID and $5 check or money order (no cash).</td>
</tr>
<tr>
<td>South Carolina</td>
<td>Law Enforcement Division</td>
<td><a href="http://www.sled.sc.gov/">http://www.sled.sc.gov/</a></td>
<td>Yes</td>
<td>$25.00</td>
<td>Use th SLED CATCH online name-based check. Eligible charitable organizations may be able to complete the check for $8. Applying for charitable organization status must be done by mail and turnaround time for this process in unknown. Instant online with credit card.</td>
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| South Dakota | Division of Criminal Investigation               | http://dci.sd.gov/operations/identification/backgroundcheckrequirements.aspx | No           | $24.00 | Follow instructions for "State ONLY Background Checks"
Fingerprinting required at additional charge.
Must use fingerprint card supplied by South Dakota DCI. Obtain by calling 605-773-3331.
Follow instructions on web page to send authorization, fingerprints, and payment by mail.
Unknown turnaround time.                                                                 |
| Tennessee    | Bureau of Investigation                          | http://www.tbi.state.tn.us/background_checks/html                          | No           | $29.00 | TORIS name-based check. Click on "Request a Tennessee Only Online Criminal History"
Instant online with credit card.                                                                                                           |
| Texas        | Department of Public Safety                      | https://records.texas.state.tx.us/DpsWebsite/CriminalHistory              | No           | $3.57 | The system uses "Search Credits" for each record searched. These credits cost $3.57 by credit card (more by check). A complete check could potentially require more than one credit to view and rule out all similar names.
Instant online with credit card.                                                                                                           |
| Utah         | Department of Public Safety                      | http://publicsafety.utah.gov/bci/yourcrimrecord.html                     | No           | $15.00 | Applicant can apply for their own record with "Application for Criminal History" and "Third Party Release" forms to have the results sent to you directly.
Name-based check.
Unknown turnaround time.                                                                                                                  |
| Vermont      | Criminal Information Center                      | https://secure.vermont.gov/PSP/criminalsearch/                            | No           | $30.00 | VCCRIS is an online name-based search.                                                                                                              |
| Virgin Islands| VI Police Dept., Records Bureau                  | http://www.vipd.gov/vi/Departments/Office_of_the_Police_Commissioner/Records_Bureau.aspx | No           | $9.00  | Complete "Police Record Check" form. If on island, take it to US Virgin Islands Police Department Records Bureau to be fingerprinted and submit request.
If off island, then mail form with completed fingerprint cards to:
US Virgin Islands Police Dept Records Bureau
45 Mars Hill
Frederiksted, VI 00840                                                                                                                      |
| Virginia     | State police                                     | https://apps.vsp.virginia.gov/catapublic/public/SP167Home.html            | No           | $15.00 | Fill in electronic form SP167 and then print. Must be notarized and mailed in.
Qualifying non-profit organizations can get checks for $8.
2-4 weeks turnaround time.                                                                                                                |
| West Virginia| State police                                     | http://www.wvsp.gov/Criminal%20Records/Pages/default.aspx                 | No           | $28.85 | Requires using the state's vendor for fingerprinting and processing.
Applicants can use a livescan location with this vendor if available, or follow the manual card process to use ink-print cards and mail them in to the vendor.
Only do the West Virginia State Police check. DO NOT use West Virginia’s vendor for the FBI check. Follow WSC guidance to complete that fingerprint check separately.
www.identogo.com is the website of the vendor. Or call 855-766-7746.
On that site, click the state of West Virginia.
Click on "Forms and Documents" to get more information.
3 day turnaround from the time the vendor receives the fingerprints.                                                                         |

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<tbody>
<tr>
<td>Wisconsin</td>
<td>Department of Justice, Crime</td>
<td><a href="https://wi-recordcheck.org">https://wi-recordcheck.org</a></td>
<td>No</td>
<td>$7.00</td>
<td>Select &quot;Online record checks for credit card customers&quot;&lt;br&gt;Instant online with credit card.</td>
</tr>
<tr>
<td></td>
<td>Information Bureau</td>
<td></td>
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<td></td>
<td>Select &quot;General&quot; search in the search type drop-down menu</td>
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<tr>
<td>Wyoming</td>
<td>Division of Criminal Investigation</td>
<td><a href="http://attorneygeneral.state.wy.us/dci/chc.html">http://attorneygeneral.state.wy.us/dci/chc.html</a></td>
<td>No</td>
<td>$15.00</td>
<td>Fingerprints required at additional charge.&lt;br&gt;Wyoming State Fingerprint card must be submitted by applicant. They will not accept other fingerprint cards. Wyoming can mail card to applicant. Call the Wyoming DCI 307-777-7181 for more info. Turnaround time is 1 - 2 months.</td>
</tr>
</tbody>
</table>

Current as of May 14, 2014
• CNCS Factsheet: State of Residence

• CNCS National Service Criminal History Check FAQ

• CNCS National Service Knowledge Network – Criminal History Check Resources

• Federal Register Notice About Background Checks, October 5, 2012

• OSPI Fingerprint Records Forms and Resources

• OSPI Request for Background Check Records

• WSC Criminal Background Check Policy

• WSC Criminal Background Check Procedure