

National Service Criminal History Check Steps: Effective May 1, 2021

	Grant Recipient action using NSOPW.gov and State Repository for NSOPW, State and FBI checks	NSCHC Tip	Grant Recipient action when using agency approved vendors for NSOPW, State and FBI checks	How vendors assist NSCHC process
Policies and Procedures	Develop and maintain your organization's NSCHC policies and procedures	See Office of Monitoring's Recommendations for Effective NSCHC Policy and Procedures	Develop and maintain your organization's NSCHC policies and procedures	
NSCHC Annual E-Course	Take NSCHC annual e-course training (and maintain documentation)	eCourse training should be completed by the individual responsible for conducting NSCHC	Take NSCHC annual e-course training (and maintain documentation)	
Consent	Obtain and maintain a person's consent before conducting the state and FBI components of the National Service Criminal History Check	<ul style="list-style-type: none"> As soon as you selected a candidate, begin the NSCHC process. Remember all checks must be completed and eligibility must be determined no later than the day before an individual starts work/service! If an individual refuses to consent to NSCHC, they are ineligible to serve/work 		Vendors will capture and maintain consent from applicant
Service/Work is contingent on NSCHC	Provide and maintain notice that selection for work or service is contingent upon the organization's review of the NSCHC component results			Vendors will provide and document notice the applicant understands that selection for work or service is contingent upon the organization's review of the NSCHC component results
Conduct the checks	Go directly to: NSOPW.gov to conduct NSOPW checks; State criminal history repository or CNCS designated alternative to conduct State of Service and Residence checks and FBI checks	<ul style="list-style-type: none"> State of Residence Checks: The state the individual is in physically at the time of application If an individual refuses to consent to NSCHC, they are ineligible to serve/work Applicants seeking to serve or work in a position that requires NSCHC may not be charged for the cost of any component of a National Service Criminal History Check. 	<ul style="list-style-type: none"> Order NSOPW and State checks from agency approved vendor, Truescreen Provide AmeriCorps Fieldprint code to applicant to set up a fingerprinting appointment 	
Receive the results	Receive the Results; Turnaround time varies by state		<ul style="list-style-type: none"> Receive the Results Average turnaround time: <ul style="list-style-type: none"> Truescreen: 1-5 days Fieldprint: 2 days 	
Adjudicate	Adjudicate the Results	<ul style="list-style-type: none"> Suitability is determined in by the grant recipients and sub recipients, or service sites. The suitability criteria must be consistent with state and federal Civil Rights and nondiscrimination laws. An individual may be eligible to work or serve in a position, but a grant recipient, sub recipient, or service site may determine that an individual is not suitable to work or serve in such a position based on criteria that the grant recipient or sub recipient or service site establishes. If the individual is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or has been convicted of murder, as defined in 18 U.S.C. 1111., they are ineligible to serve/work 	Review adjudication recommendations	Vendors will provide an adjudication recommendation.
Document Adjudication	Document adjudication decision		Document adjudication decision in vendor system	
Opportunity to Challenge	Grantees must provide a reasonable opportunity for the person to review and challenge the factual accuracy of a result before action is taken to exclude the person from the position. This must be documented.			Vendors will notify and provide opportunity for applicant to review and challenge the review and challenge the factual accuracy of a result before action is taken to exclude the person from the position. Vendor will also maintain this documentation.
Protect Information	Grantee must take reasonable steps to protect the confidentiality of any information relating to the criminal history check, consistent with authorization provided by the applicant			Vendor systems protects PII; if grantees print any documentation be sure to protect the confidentiality of any information