

Subject: Changes to FBI Process

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National Service Criminal History Check  
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Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** \*\*\*

## National Service Criminal History Check

### **Are you using the FBI's departmental orders process? Changes are ahead!**

Have you been going directly to the FBI for fingerprint checks under the departmental orders (DO) or personal review process? If so, you might be affected by changes to CNCS's National Service Criminal History Check (NSCHC) requirements that go into effect on March 31, 2016. Please read the information below to prepare for this change.

Effective March 31, 2016, we will sunset one of our pre-approved (also known as "blanket") Alternative Search Procedures (ASPs). This pre-approved ASP authorized organizations to have individuals in covered positions request their own criminal history records from the FBI when an organization was unable to receive this service from a state repository. This is often known as the departmental orders (DO) or personal review process. More information on this approval is available in [CNCS's list of pre-approved ASPs](#).

### **After March 31, 2016, your organization must begin using one of three options for obtaining FBI checks:**

- You can request and receive FBI checks from your state criminal history information repository, if they are able to provide that service. Review [CNCS's list of state criminal history information repositories](#) for more information. You should use this option if you can successfully obtain FBI checks from your state repository.
- If you cannot successfully obtain FBI checks from your state repository, you can begin using Fieldprint, our FBI-approved Channeler. Read CNCS's guidance on using Fieldprint or view its webinar, located under the "FBI Check" heading on the [Knowledge Network](#), for more information.
- You can request a new ASP in writing from us, using the [instructions](#) available on the CNCS Knowledge Network to use the departmental orders or personal review process. CNCS will consider requests that articulate sufficient business reasons for using the departmental orders process on a case-by-case basis.

If you have not used the departmental orders process in the past or if you have received approval of an alternative search procedure specific to your organization to use this process, no action is required at this time. Review [Section E of this document](#) for more information.

**In Service,**

**Dana Bourne, Chief Grants Officer**

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