

National Service Criminal History Check Steps: Effective May 1, 2021 (updated April 1, 2022)

	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 agency-approved vendors assist NSCHC process
Policies and Procedures	Develop and maintain your organization's NSCHC policies and procedures	See Recommendations for Effective NSCHC Policy and Procedures resource	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 select 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 to the applicant 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 AmeriCorps 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, and ensure applicant completes their portion of the process • 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 	

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Adjudicate (Eligibility Determination)	Adjudicate the results (make an eligibility determination)	<ul style="list-style-type: none"> • 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. • Suitability is determined by the grant recipients and subrecipients, 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, subrecipient, 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 subrecipient or service site establishes. 	Review vendor adjudication recommendations and adjudicate the results (make an eligibility determination)	Vendors will provide an adjudication recommendation; grantees must make a final adjudication decision
Document Adjudication (Eligibility Determination)	Document adjudication decision (document eligibility determination)		<ul style="list-style-type: none"> • Document your adjudication decision in vendor system. • If a vendor returns a “do not recommend” result, more information is needed to make a final eligibility determination. Maintain documentation of the process implemented to make an eligibility determination. 	
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.		<ul style="list-style-type: none"> • If applicable, follow the vendor’s process for allowing the applicant to challenge results. Document whether the applicant challenged the results and the outcome. 	Vendors will notify and provide opportunity for applicant to review and challenge the factual accuracy of a result before action is taken to exclude the person from the position. The process varies between vendors.
Protect Information	Grantees 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 protect PII; if grantees print any documentation be sure to protect the confidentiality of any information