



Hanover County Public Schools

200 Berkley Street Ashland, VA 23005

Paul Van Auken, HR Field Placement Coordinator

Background Check information for JMU Student Teachers & Interns

Contact **Cathy Petree (cpetree@hcps.us)** in Human Resources to schedule an appointment at our office in Ashland. Your appointment will need to occur a minimum of 4 weeks prior to your placement start date and will take approximately 20 minutes.

VA State Police Fingerprinting

- Please read the linked Privacy Act Statement concerning the acquisition, preservation, and exchange of fingerprinting prior to your appointment.
 - [Fingerprint Privacy Act Statement](#)
- Bring a valid driver's license or state issued ID card.

VA Social Services Central Registry Release Form

- Print Pages 2 – 3 of the form linked here: [Central Registry Release of Information Form](#)
- Complete page 2 only – do not sign page 3 (you will do that at your appointment where the form can be notarized).
 - Include address information for the past 5 years. If you have lived out-of-state, please email Karen Lamb for additional instructions.
 - If a section does not apply to you, write N/A in the blank
 - You do not need to bring \$10 – HCPS will pay the search fee.

If you have questions about this process or the forms – please let me know!

Thank you!

Paul Van Auken

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