

Office of Youth Safety
JMU Affiliated - Request for Background Check Form

Background checks should be submitted **a minimum of 15 days prior** to the Program, Event, or Camp (PEC) start date for individuals with child welfare responsibilities. Criminal background checks will include a social security number and address trace; a search of the sex offender registry; searches for county criminal and other offenses; searches for federal criminal offenses; other offenses; and, a search of the national criminal database.

All Tier I and Tier II PEC staff background checks must have been processed with results within one year of the PEC start date.

Name of Program, Event, and Camp (PEC): _____	Date(s) of PEC: _____
PEC ID: _____	Select type of camp (if applicable): Day Camp <input type="checkbox"/> Overnight <input type="checkbox"/>
Name of JMU Supporting Unit: _____	
Supporting Unit Contact: _____ Email: _____ Phone: _____	
Name of Hosting Organization: _____	
Hosting Org. Contact: _____ Email: _____ Phone: _____	
PEC Director Name: _____ Email: _____ Phone: _____	
Payment Information: Indicated below if either a JMU department ID or another specified entity is responsible for payment. If using a JMU department ID, list department details. If using another specified entity, provide name and address to be invoiced.	
JMU Department ID: _____ MSC # _____ Entity Name: _____	
Fiscal Contact Name: _____ Address: _____	
Person Submitting Form: _____ Date of Submission: _____	

Submission:

- Requests for background checks should be sent to youthsafety@jmu.edu with PEC ID followed by Background Check Request in the subject line (example: Camp C24.5.100 - Background Check Request).
- The Background Check Request form should be completed and attached to the email request.

Individuals listed on the Background Check Request form will receive an email from **ApplicationStation@TrueScreen** with directions for completing the required check. After the individual submits the TrueScreen requested information, the background check will be ordered and results confirmed with the PEC Director.

If the individual has completed a background check, with JMU, within the one-year requirement, a new background may not be needed. Verify with the Office of Youth Safety on confirmation process.

If a PEC staff member does not have background check results prior to PEC start date, they must operate as a Tier III PEC staff member and can not have child welfare responsibilities.

The supporting unit or hosting organization must ensure payment for background checks. This expense should be considered when calculating program fees.

PEC staff follow Tier guidance as referenced to in the Office of Youth Safety Procedures Manual.

Refer to [JMU Policy 1321 Criminal Background Checks](#). Approval shall not be authorized for registered sex offenders. Other findings will be considered on a case-by-case basis.

