Office of Youth Safety
Non-JMU Affiliated – Background Form

Background check results must be completed prior to the Program, Event, or Camp (PEC) start date for individuals with child welfare responsibilities. Criminal background checks must 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 Non-JMU Affiliated PECs must either complete background checks with a vendor of their choice that meets University standards, or the PEC may request background checks through the Office of Youth Safety.

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

Name of Program, Event, and Camp (PEC): _____

PEC ID: _____

Date(s) of PEC: _____

Select type of camp (if applicable):
Day Camp ☐   Overnight ☐

Name of Hosting Organization: _____

Hosting Org. Contact: _____   Email: _____   Phone: _____

PEC Director Name: _____   Email: _____   Phone: _____

Background Check Verification (choose one):
Option1:
☐ The PEC named above will complete background checks with a vendor of choice and has verified that the background checks meet or exceed the minimum requirements of the JMU Policy 3118 and JMU Policy 1321.

Vendor Name: _____

Non-JMU Affiliated PECs requesting background checks through a vendor of their choice should submit this form along with the completed Non-JMU Affiliated Compliance Checklist a minimum of 10 days prior to PEC date.

Option 2:
☐ The PEC named above will use the Office of Youth Safety's background check vendor.

Payment Information: Indicate below the entity to be invoiced for the background checks processed through the Office of Youth Safety.

Entity Name: _____

Address: _____

Non-JMU Affiliated PECs requesting background checks through the Office of Youth Safety should complete the following:

- Complete the second page for All Tier I and Tier II PEC staff. All fields are required for each person.

- 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.

- Background checks should be submitted a minimum of 15 days prior to Program, Events, or Camp (PEC) start date.

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.

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

Hosting Organization Verifying Completion

Signature attests completion of the verification checklist and the minimum standards required by JMU Policy 3118 are met.

Hosting Org/PEC Director Signature: _____   Date: _____

Hosting Org/PEC Director Print Name: _____

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.

Non-JMU Affiliated Request for Background Check. Only completed if Option 2 was selected on page 1.				
Legal First Name	**Legal Last Name**	**Email Address**	**Phone Number**	**Staff Member Category**
				Select One
				Select One
				Selet One
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