Office of Youth Safety
Request for Background Check Form

Background check results should be completed a **minimum of 10 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 national, federal, state, and county criminal databases and other offenses.

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

Name of Program, Event, and Camp (PEC):	Date(s) of PEC:
	Select type of camp (if applicable): Day Camp Overnight Online
Name of JMU Supporting Unit: PEC ID: Payment Information: Indicated below who should be charged for the background checks. Complete information for either a JMU department or another entity responsible for payment.	
JMU Department ID:	Entity Name:
Fiscal Contact Name:	Address:
Supporting Unit Contact:	Email: Phone:
PEC Director Name:	Email: Phone:

Submission:

- All PEC Staff should be listed on the Background Check Request form. 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.

- The Office of Youth Safety recommends submitting this form no later than 3 weeks prior to 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.

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.

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

> **All Camp staff members are required to have a background check. Program and Event 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.

First Name	Last Name	Email Address	Phone Number	Staff Member Category