

## City Year Required Background Check

City Year <backgroundcheck@cityyear.org>

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To: City Year <backgroundcheck@cityyear.org>



Hello and welcome to City Year!

We are so excited that you are joining us. Before the start of service, you will need to complete the tasks outlined below. Because the safety of our students is our first priority, every AmeriCorps member must undergo a criminal history check. This is a standard requirement for anyone working with children.

Please follow and complete these steps **as soon as possible**. Note that there are **two processes** required and outlined below to complete your criminal history check:

### **1. Truescreen Name-Based Check** (*completed virtually - see demo video*)

- You will receive an email from [ApplicationStation@truescreen.com](mailto:ApplicationStation@truescreen.com) with the subject line 'Background Investigation Forms Requested'.
  - ***If you do not receive an email within 2 business days, let us know.***
- Click on the link provided to start the process. The link is specific to you as an applicant so please do not share it with anyone else.
- At the Application Station page, click 'Sign Up', review and accept the Consent Agreement to create your account.
- Select your security questions along with the answers. You are now ready to log in to Application Station to start your Truescreen check.
- Enter your last name to receive your case reference number.
- Enter your personal information. Your name **MUST** be submitted in Truescreen as it appears on your government issued photo ID, including all **punctuation, spaces, hyphens, prefixes and suffixes**.
- Select 'AmeriCorps or applicant for AmeriCorps position' then select 'AmeriCorps State/National'.
- Review in full and sign the Background Screening Authorization Form, the Background Screening Disclosure Form review and acknowledge receipt of A Summary of Your Rights Under the Fair Credit Reporting Act.
- For residents of certain states, you may be given options to receive a copy of your report or other notices.

- **Attach a copy of your government issued photo ID.** If you have a Maine ID, upload a copy of the form that will be made available instead. If you do not upload a legible copy of your government issued ID *this will delay the Truescreen process.* • Be sure to review your information before submitting your forms. You will reach a confirmation page upon successful submission. Take a screenshot of this page as it may be requested to confirm completion.

**2. Fieldprint FBI Fingerprint Check (appointment required)**

*Please note that the process outlined below does require an in-person appointment. We understand that this may be a challenge in some communities due to physical distancing orders and limited appointment availability. To avoid cancellations, please select a Fieldprint location that is accepting appointments as soon as the same or next day, though you may attend at a later date. If you are having issues finding an open location, please notify us as soon as possible.*

- From your web browser go to [www.FieldprintCNCS.com](http://www.FieldprintCNCS.com).
- Select Schedule an Appointment, enter your email address and click “Sign Up.”
- Set a password and security question.
- Enter City Year’s Code: **XXXXXXXXXX**
- Complete the personal information requested entering your legal name and address as it appears on your government issued ID. Note: information denoted with an asterisk (\*) are required fields. If the information provided does not correspond with your government issued ID, it will delay the fingerprinting process.
- Enter your current address to find a fingerprint location based on the address provided.
- Select “Schedule Appointment” to choose your preferred location. Instructions, directions, and maps will be provided directly online.
- If you do not live within 35 miles of a Fieldprint provider, you will be provided with a combination of Fieldprint sites that are farther away and local organizations who provide fingerprinting services, often law enforcement agencies. Choose the organization that is most convenient for you.
- If you choose a site that is not a Fieldprint provider, Fieldprint will mail you further information about how to get fingerprinted. If you cannot find a location within a reasonable distance, please reply to this email for assistance.
- Print your confirmation page and bring it with you to your appointment. You must also **bring two forms of identification** – one of which must be a government-issued photo ID. You can use two government-issued IDs or a government-issued ID and a secondary ID. Please see the table below for examples of accepted IDs.

Examples of Government-Issued IDs	Examples of secondary IDs
State-Issued Driver’s License	Credit Card
State-Issued Non-Driver’s License ID Card	Bank Statement
U.S. Passport	Electric Bill
Military Identification Card	Birth Certificate
Work Visa with Photo	Marriage Certificate
	Citizenship or Naturalization Certificate
	School ID w/ Photograph
	Vehicle Registration/Title
	Voter Registration Card

Paycheck Stub

Dra Record

- Important: **Do not skip your appointment!** If you need to reschedule, you must contact Fieldprint a minimum of 24 hours before your scheduled appointment.
- Your fingerprints will be sent directly to the FBI. Fingerprinting expenses will be billed to City Year.
- You will receive an email notification when your FBI check is complete. To view your results, log in to the system using the password created during sign up. Fieldprint may email you a PIN as an additional step before accessing your results for security purposes.
- If you have cleared the check, save a copy for your records.
- If you did not clear the check, review Fieldprint's "[Frequently Asked Questions](#)" about why errors may have occurred and next steps. **This does not necessarily mean that you are ineligible for work or service.** There are several different reasons why you might receive this result. Review the FAQs thoroughly and contact City Year immediately. You have 30 days to take action if you want to demonstrate your eligibility. Save the recommendation for your records.

Should a criminal offense appear, the circumstances will be reviewed on a case-by-case basis. You **may** be fingerprinted again through a different process as a school requirement once you arrive at your site. Please do not hesitate to contact me with any questions or concerns.

Yours in service,

Myla Ona  
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