Background form checklist

Timeframe: Background checks can take 2 to 3 weeks to be processed.

I. State Wide Central Register Database Check (SCR)

1) **Applicant:**
   a. Name of the volunteer/intern
   b. This is not anyone within their household
2) **Maiden/Alias:**
   a. Previous name of volunteer
   b. This is required by OCFS
   c. All current marriage or past marriage names must be included
3) **Sex:**
   a. Male or Female
4) **Date of Birth:**
   a. Please write as MM/DD/YY
5) **Household Members:**
   a. Include anyone over the age of 18
   b. Please include the:
      i. Relationship to applicant
      ii. Sex
      iii. Date of birth
6) **Applicants Signature:**
   a. Sign and date the top 2 boxes
7) **Addresses:**
   a. As far back as **28 years** from current year
   b. (Currently this is as far back as your application date)
   c. *New York Addresses*
      i. Full Address with Zip Codes
      ii. Month & Year – MM/YYYY
   d. *Out of State Addresses*
      i. State Only
      ii. Month & Year – MM/YYYY
   e. *Outside of the US*
      i. Country Only
      ii. Month & Year – MM/YYYY
   f. *P.O. Boxes*
      i. NOT ACCEPTED
8) **Given to:**
   a. Volunteer Name
9) **By:**
   a. Joy V. Jasper
10) **For:**
    a. Catholic Charities Community Services
11) **Date:**
    a. Current date- MM/DD/YY

II. Authorization & Disclosure for Background Check (ADR)

1) **Name:**
   a) Full Name of Volunteer
2) **Current Address & Prior Address:**
   a) Full Address
      i) Years at address
      ii) **NO** P.O. Boxes
3) **Date of Birth**
   a) MM/DD/YYYY
4) **Social Security Number**
   a) Full Number is Required
   b) If SSN is not available a passport is needed
      i) Passport must be clear copy with all information legible
5) **Signature and Date**
   a) Please Sign and Date at the bottom as MM/DD/YY

Any piece of information missing or illegible (written and/or unclear identification document) cannot be processed.