Criminal History Check Authorization Form
Justice for Montanans Project
616 Helena Ave., Ste. 100, Helena, MT 59601 – jfm@mtlsa.org
(406) 442-9830 ext 143   Fax: (406) 442-9817

You have applied for an AmeriCorps position with Montana Legal Services Association (MLSA) and the Justice for Montanans project (JFM).

As a requirement of your service, MLSA will conduct:
- A check of the National Sex Offender Public Registry;
- A state criminal history check for Montana and the state where you currently reside, if different; and,
- A national fingerprint-based criminal history check.[1]

Following are your responsibilities and rights:

1. Provide 2 sets of fingerprints. These fingerprints will be used to check the criminal history records of the FBI. MLSA will use the resulting record only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council.[2]

2. Provide a copy of your government-issued photo identification with this form, and in the space below fill out your name, address, and date of birth as it appears on the photo identification. List any other names that you have used.

Name: _____
        First   Middle   Last

Other Names Used (including maiden name):_____

Date of Birth:_____

Current Address:_____

City:_____ State:_____ Zip:_____

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[1] The National Child Protection Act as amended by the Volunteers for Children Act authorizes a state and national criminal history background check to determine the fitness of an employee, volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities. National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c.
[2] 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2 (d).

3. Certify by checking the applicable box that:

❑ I have not been convicted of, nor am I under pending indictment for, any crimes.

    OR

❑ I have been convicted of, or am under pending indictment for, the following crimes: (Describe below. Include the dates, location or jurisdiction, circumstances and outcome.)

4. MLSA will review your criminal history record to determine your eligibility for service with the JFM project. If MLSA determines that you are ineligible for service based on your criminal history record, you may request a copy of your FBI criminal history record from MLSA for review and possible challenge. MLSA will afford you a reasonable amount of time to correct or complete the record (or decline to do so) before making a final determination of your eligibility.

5. The procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations, Section 16.34.

In connection with my service with the JFM project, I hereby authorize MLSA to conduct criminal background checks on my behalf. In this document, MLSA has informed me of my privacy rights for national fingerprint-based criminal history record checks.

I certify that the information provided above is truthful and accurate to the best of my knowledge. I understand that knowingly providing false information or omitting information may result in my disqualification or termination from the JFM project.

I understand that my ability to serve as an AmeriCorps member with the JFM project is contingent upon the results of the criminal history check. I understand that failure on my part to consent to the criminal background check will result in the revocation of any position offered to me or accepted by me.

I understand that I will be compensated for the cost of obtaining fingerprints by submitting my receipt(s) to MLSA for reimbursement.

_____   _____
Signature of Applicant   Date