

To All Potential Volunteers:

Local Criminal History Check

In Alaska, access to criminal records are limited under AS 12.62.160(b)(11) and 13 AAC 68.305-13 AAC 68.315.

How does that affect you, as a potential volunteer for Fairbanks Youth Advocates? Before this law went into effect agencies like FYA were able to access information from Local & National Law Enforcement Data Systems, the National Criminal History Information Center and your Driver License/Department of Motor Vehicles history. Now we cannot access this information, even if you sign a release form saying we can. In order to complete the volunteer certification process, **YOU** must take responsibility for providing us with a **copy** of your records.

PROCESS:

- 1) After a successful first interview with FYA staff, you will be given a permission form to take to the Fairbanks Police Department.
- 2) You must personally go into the Fairbanks Police Department, present two current, valid forms of identification and specifically request a **COURT PRINTOUT**.
- 3) You may bring it to our office (600 3rd Street, Suite 200 - Clearwater Counseling) Or, you may mail it (Fairbanks Youth Advocates, PO Box 10337, Fairbanks AK 99710). We will notify you when this information has been received.

Federal Bureau of Investigations

We are required by the State of Alaska to submit all volunteers to a federal background check, which is done by fingerprinting. This service costs \$55. We request that volunteers pay for their fingerprinting service, which we will facilitate for you. If you are unable to afford the cost of fingerprinting, we may be able to assist, but we ask that you agree to commit to a minimum of 48 hours – four nights – with the overnight shelter. Thank you for your understanding!

If you have questions or concerns please give us a call at 907-328-9949.

Permission to Background Check & Maintain Records

I understand that Fairbanks Youth Advocates needs to receive a criminal history check on every volunteer and staff member.

I understand that I need to request and receive an Alaska State Criminal History Check through the Fairbanks Police Department, that I will provide FYA. If applicable, I will also provide a criminal history check from the state I permanently reside in.

I give my permission and authorization to allow FYA to conduct a National Sex Offender check.

I understand that selection into the program is contingent upon the organization's review of my criminal history, if any. I understand that if I request to see my Criminal History check, it will be made available to me for viewing. I also understand that I can challenge the factual accuracy of the results before there is an action to exclude me from any positions. I authorize FYA to share the results of all documents procured during my criminal history investigation, as deemed necessary, within the program. They have my permission to keep these documents in my personnel file. I understand that the results will be kept confidential and in a locked file cabinet.

Applicant's Signature

Date

Parent Signature (if under 18)