

BCHC Youth Activities Background Check Requirement Policy

Who must apply for background check?

If you provide direct services that have immediate supervisory or disciplinary power over a minor or person under your care and are responsible for the care and security of these individuals at any BCHC event.

In other words: If you are the responsible party (trail boss- camp counselor-temporary guardian) of a Minor Member attending a BCHC event/activity you must apply.

For example: Youth camp, Work project, Trail ride, parade,

If you have direct physical contact as an instructor with minors in public events while representing BCHC.

For example: Pack clinic instructor, Wilderness Riders, Rendezvous Kids corral

How to Apply

To apply, you must request Form BCIA 8016- REQUEST FOR LIVE SCAN from the BCHC Custodian of Records (COR). Upon completion of the form, go to website below and enter the name of your county for the nearest live scan location and fees. Call to make an appointment for your live scan.

<https://oag.ca.gov/fingerprints/locations>

This will be a DOJ background check only

Any question regarding application should be referred to the LIVE SCAN application location site. BCHC is not part of the application process we are only the recipient of the Criminal Offender Record Information (CORI)report.

After You Apply

Once the BCHC-COR reviews your CORI file, you will be notified as follows:

If the CORI meets the required qualifications listed within the BCHC Youth Activities Policy, then you will receive a **background check approval letter by US mail or email if it is available**. You will be instructed to go to the Mandated Reporting website for the two hour certification required by law. After the mandate reporting certification is complete you will receive your Youth Volunteer card by US mail.