

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,

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 an acceptance letter and a “BCHC Youth Volunteer Program card” by US mail.

If the **CORI report does not meet** the required qualifications listed in the Youth Activities policy you will receive a certified letter stating so. It will include the original CORI and State Department of Justice information on Background checks – Discrepancies “How to obtain your full criminal records report”

BCHC-COR does not retain a copy of any CORI record. All records are destroyed immediately after evaluation if not mailed to applicant.

BCHC-CORs will only correspond with the applicant regarding results via US mail as previously instructed. If you wish to inquire about the status of the report you must contact the Live Scan Application site. The BCHC- CORs will not respond to phone calls regarding any CORI. Questions must be sent to both BCHC-CORs by email. Be aware that the BCHC- CORs may not divulge or share criminal record history information, including responses that no criminal record history exists, with anyone, including the applicant. *Refer to the COR policy*

The BCHC-CORs are strictly prohibited from discussing an applicant's criminal record, neither can they provide legal advice or offer any other information related to the fingerprint background check itself. Pursuant to Penal Code section 11105 (t)

The only duty of the BCHC-COR is to determine if the Criminal Offender Record Information report meets the requirements set within the Youth Activities Policy Guidelines and to protect the rights of the applicant by following all laws and policy rules set by BCHC and the State Department of Justice

Approved by Executive Board August 1, 2019

Approved by the Board of Directors October, 2019