



Checklist for Submitting a SafetyNET Background Check Request:

Please read the *SafetyNET Manual* carefully for step-by-step instructions on how to request an FBI criminal background check from SafetyNET. This checklist supplements the Manual's complete instructions. Additional copies of this checklist are available in the Appendix of the *SafetyNET Manual*. Each fingerprint package should include the following items:

___ **A completed fingerprint card. Make sure that:**

- The Your OCA field of the fingerprint card includes the Volunteer ID, printed legibly (the Volunteer ID is generated by the SafetyNET website when you Add Volunteer).
- Other required fields on the fingerprint card are completed (Name, AKA, Address of Person Fingerprinted, Employer Name, SOC, DOB, Sex, Race, Height, Weight, Eyes, Hair, POB).
- The volunteer's fingerprints are on the fingerprint card.

___ **A copy of the completed Volunteer Application. Make sure that:**

- You have entered the Volunteer ID and Type of Government ID (the photo ID you photocopied) lines in the upper right-hand corner of the Application.
- The Volunteer ID on the Application matches the Volunteer ID on the fingerprint card.
- The volunteer has completely filled out and signed the Application.
- You have kept the original for your own files.

___ **A copy of the volunteer's photo ID (driver's license, passport, etc.)**

___ **Payment for the criminal background check(s).**

- Please enclose full payment. The fee is \$18 per volunteer background check.
- We accept a check from your organization, a cashier's/certified check, or a money order, made out to MENTOR's Volunteer Screening Pilot. Do not send a personal check. Please write the Volunteer ID(s) in memo field.
- We also accept credit card payments, which are subject to a \$1.00 transaction fee. Please complete the Credit Card Authorization form (available on the SafetyNET website).

___ **Also check the following:**

- Paper-clip together each set of a fingerprint card, volunteer application, and photo ID.
- Make sure that your payment amount is correct.
- Use a large envelope (9x12") so that the fingerprint card is not folded.

Mail your package to:

MENTOR/National Mentoring Partnership
Attn: SafetyNET Pilot
1600 Duke Street, Suite 300
Alexandria, VA 22314

Supported by:



LifeLock is graciously underwriting the operations of SafetyNET. All personal data for SafetyNET programs and volunteers is held in the strictest confidence by MENTOR.