

Procedures for Required Criminal Background Check

In accordance with UW Regent Policy #20-19 and UW-Extension Criminal Background Check policy, UW-Extension requires a national criminal background check for employees and volunteers holding a "position of trust with access to vulnerable populations". Employees and volunteers holding a position of trust with access to vulnerable populations shall be subject to a criminal background check every four years during employment or volunteer service and shall be required to self-disclose certain criminal offenses. Your prospective volunteer position is identified as a position of trust with access to vulnerable populations.

The criminal background check (CBC) required by the UW Regents includes:

- Social Security Number Trace – Authenticates the individual's information and generates a list of addresses the individual has lived at for the last seven years; as part of the trace, the University may verify that the social security number is valid and appropriately assigned to the individual.
- Criminal Felony/Misdemeanor by County of Residence – superior and municipal court records search in any county in the U.S. in which the individual has resided in the last seven years.
- Sex Offender Registry – sex offender search by state.
- National Criminal Background Database – search of the vendor's proprietary national criminal background check database.

The standard procedure for conducting the mandatory CBC is:

1. Applicants will receive an email message from Susan Mahr, state MG Program Coordinator, explaining what will happen at the time their information is transmitted to HR to begin the CBC (the training class will be processed as a group, not as individuals when you sign up).
2. Applicants will be contacted directly (usually the following week) by a staff member of the UW Colleges & UW-Extension Office of Human Resources. You will receive an email from Angela Schultz (angela.schultz@uwex.uwc.edu, although it will appear as "ADM-Volunteer Checks New" <NEWVOL@uwex.uwc.edu>) explaining the mandatory criminal background check procedure required for becoming a UW-Extension Volunteer. Please watch for this email (it might go in your junk mail folder) and read it carefully!
3. You will then receive an email from the company conducting the national CBC (General Information Services, Inc., with the email address <eServices@geninfo.com>). This message will include a link to their secure, encrypted website where you will provide your date of birth, current and previous addresses for the last 7 years, and your social security number.
4. This link will remain active for 5 business days after the message is sent.
5. For those unable to respond within this timeframe, a second message will be sent later.

Applicants without an email address or computer access (this can't be done on a smartphone) may complete a paper form.