

BACKGROUND CHECK/FINGERPRINTING INFORMATION FOR VOLUNTEERS

If you have a clear background check as a volunteer for MSSD 14, it is not necessary to be fingerprinted again.

If you are a new volunteer, please come to the Central Administration office for a volunteer packet.

Please complete the packet as follows:

- Oath (white sheet, first page) needs to be filled out completely. It must be signed and dated in the presence of a Central Administration office employee so it can be notarized here in the office. It is not necessary to take it to an outside notary.
- Background Check Information Release (yellow sheet, second page) is necessary for the school district to have the volunteer's permission to conduct the background check.
- Privacy Act Notification (blue sheet, third page) is required of everyone that we fingerprint. This also includes a white sheet (marked COPY) that must be given to the volunteer.
- Notice to Applicants is an information sheet that we are required to provide to anyone being fingerprinted.
- It is important that you DO NOT sign the fingerprint card before being fingerprinted. It MUST be signed in the presence of the officer performing the fingerprinting.

After completing the packet, a Central Administration office employee will make a copy of your driver's license and Social Security card to include in your volunteer packet.

The school resource officer will be called to complete your fingerprinting. The officer is normally available Monday – Friday, 8:00 – 11:00 a.m. and 1:00 – 3:00 p.m. If the officer is unavailable due to school business or you are unable to be here during these times, please arrange an appointment to have the fingerprinting completed at another time by calling Marsha in Human Resources at 719-685-2028.