

How to Request a Criminal Record History Search/Report for Organization Officers

Parent Organizations & Booster Clubs in Anoka-Hennepin

Anoka-Hennepin Parent Involvement/Volunteer Services

(Rev. 8/18)

Parent Involvement has received requests from parent organizations to help conduct criminal background checks (*Criminal Record History Search/Report*) on organization officers. We can initiate searches for your organization at cost– \$12 per search. You will be working directly with Parent Involvement/Volunteer Services as described below; you will not be working with your building Volunteer Services Coordinator (VSC).

Trusted Employees is the approved commercial screening company providing Parent Involvement/Volunteer Services with background screening. Volunteer background checks include personal information regarding:

- 1) Social Security Trace
- 2) Criminal Super Search (multi-state search)
- 3) National Sex Offender Search
- 4) Minnesota Bureau of Criminal Apprehension records

Next steps for your organization:

1. Agree among yourselves that this is a form of risk management you will undertake.
2. Determine the positions in your organization that will require Criminal Record History Search/Report. (We suggest that searches/reports be done on all officers every year to ensure they are done in a nondiscriminatory and accurate manner.)
3. Designate a contact person who will communicate with Parent Involvement/Volunteer Services about the searches. The report results from the searches will be sent to this contact person.
4. Have each officer go online clicking on the link below (or cut and paste into your browser) to complete their Criminal Record History Release form. Follow all of the prompts and provide all requested information including signing the online electronic release. If you have any questions, please contact Trusted Employees at 1-888-389-4023.

NOTE: THIS LINK SHOULD NOT BE USED FOR SCHOOL VOLUNTEERS – PLEASE USE THE LINK PROVIDED ON YOUR SCHOOL'S VOLUNTEER WEBPAGE.

<https://www.rhris.com/selectsmart.cfm?mgmtcoid=299&rhid=10284s&packagenbr=1>

5. Your contact person should send the following to Liz Burgard, Volunteer Services, 2727 Ferry Street, Anoka, MN 55303 (keep copies of all submitted documents for your files).

- completed Request Form for Criminal History Search/Report (attached – see below)
- a check made out to Anoka-Hennepin Parent Involvement for \$12 per search (For example, searches done on four people total \$48)

Report results are summarized in easy-to-understand language by qualified staff of Trusted Employees.

If you have questions, please contact:

Liz Burgard, Parent Involvement Coordinator
763-506-1282
elizabeth.burgard@ahschools.us



**Request for Criminal History Search/Report
for
Parent Organizations & Booster Clubs in Anoka-Hennepin**

1) Date: _____

2) Name of your organization: _____

3) Please submit for a criminal history search/report for: (please print)

4) The above individuals have given me, the designated contact person, permission to request and review their criminal record history report.

Signature Printed Name

Your position in the organization: _____

Daytime phone number: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Email address: _____

5) Please check how you'd prefer to receive the reports: (Check one) Email US mail

Remember to send:

- ✓ A check for \$12.00 per background report made out to *Anoka Hennepin Parent Involvement* (Example: searches done on four people total \$48)

Return to: Liz Burgard, Parent Involvement Coordinator
Parent Involvement/Volunteer Services
Educational Services Center
2727 Ferry Street
Anoka, MN 55303