



## **CRIMINAL BACKGROUND CHECK**

Beginning September 1, 2005, Learning for Life will require criminal background checks for all new adults involved with the Exploring program. However, local, state, or federal governmental agencies which require background checks as a condition of employment will meet the requirements by using Form #28-573. This form certifies that a background check has been completed for the individuals on the Exploring Adult Participants Roster or form.

The cost for criminal background checks for Exploring adults will be the responsibility of the national Learning for Life office.

The new Exploring Adult Participants Roster, Exploring Adult Participant form, and Form #28-573 are attached.



**EXPLORING ADULT PARTICIPANTS ROSTER**



All adults must be 21 years of age or older. The annual participation fee is \$7.00 per individual.

**(PARTICIPATING ORGANIZATIONS WHICH ARE LOCAL, STATE, OR FEDERAL GOVERNMENTAL AGENCIES REFER TO FORM #28-573)**

Date: \_\_\_\_\_ Post #: \_\_\_\_\_ Participating Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**(Please Print Legibly) EACH APPLICANT MUST SIGN THIS FORM.**

Name: (no nicknames or initials) \_\_\_\_\_

SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone #: ( \_\_\_\_\_ ) Business Telephone #: ( \_\_\_\_\_ )

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: \_\_\_\_\_ Position: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: (see below) \_\_\_\_\_

Name: (no nicknames or initials) \_\_\_\_\_

SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone #: ( \_\_\_\_\_ ) Business Telephone #: ( \_\_\_\_\_ )

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: \_\_\_\_\_ Position: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: (see below) \_\_\_\_\_

Name: (no nicknames or initials) \_\_\_\_\_

SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone #: ( \_\_\_\_\_ ) Business Telephone #: ( \_\_\_\_\_ )

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: \_\_\_\_\_ Position: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: (see below) \_\_\_\_\_

Organization Head or Designee: \_\_\_\_\_

**BY SIGNING AND SUBMITTING THIS ROSTER ALL ADULTS ARE AUTHORIZING A CRIMINAL BACKGROUND CHECK ON THEMSELVES. THESE CHECKS WILL BE MADE FROM PUBLIC RECORD SOURCES. APPLICANTS HAVE AN OPPORTUNITY TO REVIEW AND CHALLENGE ANY ADVERSE INFORMATION DISCLOSED BY THE CHECK.**



**EXPLORING ADULT PARTICIPANT FORM**



All adults must be 21 years of age or older. The annual participation fee is \$7.00 per individual.

**(PARTICIPATING ORGANIZATIONS WHICH ARE LOCAL, STATE, OR FEDERAL GOVERNMENTAL AGENCIES REFER TO FORM #28-573)**

Date: \_\_\_\_\_

Post #: \_\_\_\_\_ Participating Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**(Please Print Legibly)**

Name: (no nicknames or initials) \_\_\_\_\_

SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_ Business Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_

Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender: \_\_\_\_\_ Position: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: (see below) \_\_\_\_\_

Organization Head or Designee: \_\_\_\_\_

**BY SIGNING AND SUBMITTING THIS ROSTER YOU ARE AUTHORIZING A CRIMINAL BACKGROUND CHECK ON YOURSELF. THIS CHECK WILL BE MADE FROM PUBLIC RECORD SOURCES. EACH PARTICIPANT HAS AN OPPORTUNITY TO REVIEW AND CHALLENGE ANY ADVERSE INFORMATION DISCLOSED BY THE CHECK.**



**FORM #28-573**

Social Security numbers are not required from employees of governmental agencies if criminal background checks have previously been made as a condition of employment.

This certifies that all of the adults participating in our Exploring program have had criminal background checks, which indicate that each of them is qualified to serve as an adult participant in Exploring.

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Name

Title

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Participating Organization

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Signature

# Form 28-573 Certification of Background Investigation

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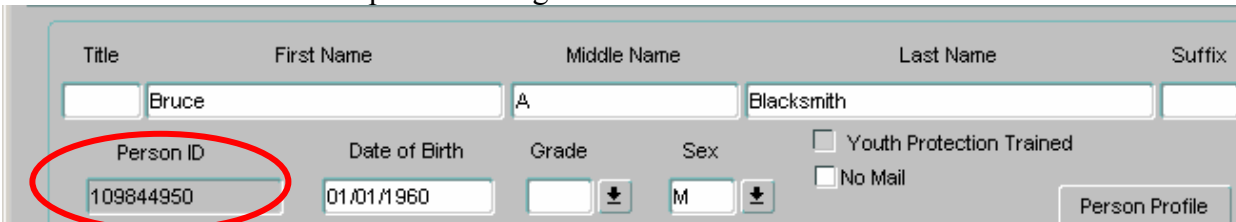
**Background** Some government agencies perform in-depth background checks on prospective employees before they are hired by that agency. We have agreed to accept these background investigations in place of our criminal background checks.

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**Form 28-573** The form used to certify that the investigation was performed is Form 28-573, and it must be attached to the Exploring Adult Participants Roster bearing their names.

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**Manual Entry of CBC Data** The Manual Entry of CBC Data form is used to record the Form28-573 certification that a background investigation of that person was conducted. This process can be performed on persons already entered in PAS, without a CBC, or on a new person after being entered in to PAS. When entering a new person in PAS, write the person ID on the LFL Exploring Adult Participants Roster in the data block for that person. This person ID can then be used to select that person for registration.



The screenshot shows a form with the following fields and values:

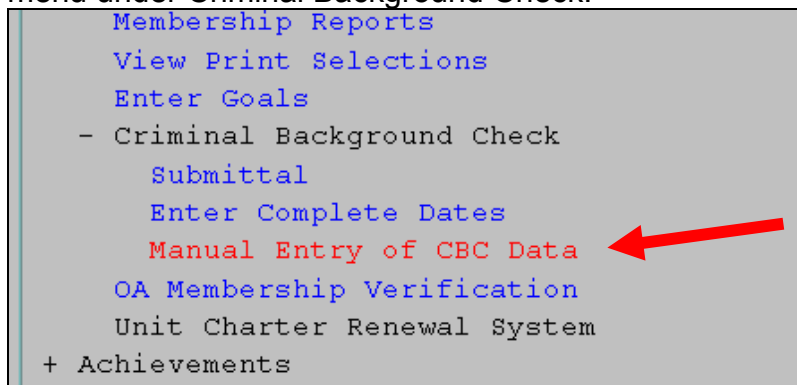
Title	First Name	Middle Name	Last Name	Suffix
	Bruce	A	Blacksmith	

Person ID	Date of Birth	Grade	Sex	Youth Protection Trained	No Mail
109844950	01/01/1960		M	<input type="checkbox"/>	<input type="checkbox"/>

A red circle highlights the Person ID field containing the value 109844950. A "Person Profile" button is located at the bottom right of the form.

The Manual Entry of CBC Data must be completed before the Additional Enrollment or Explorer Post Certification is posted in PAS. The Manual Entry of CBC Data form is located on the Membership menu under Criminal Background Check.

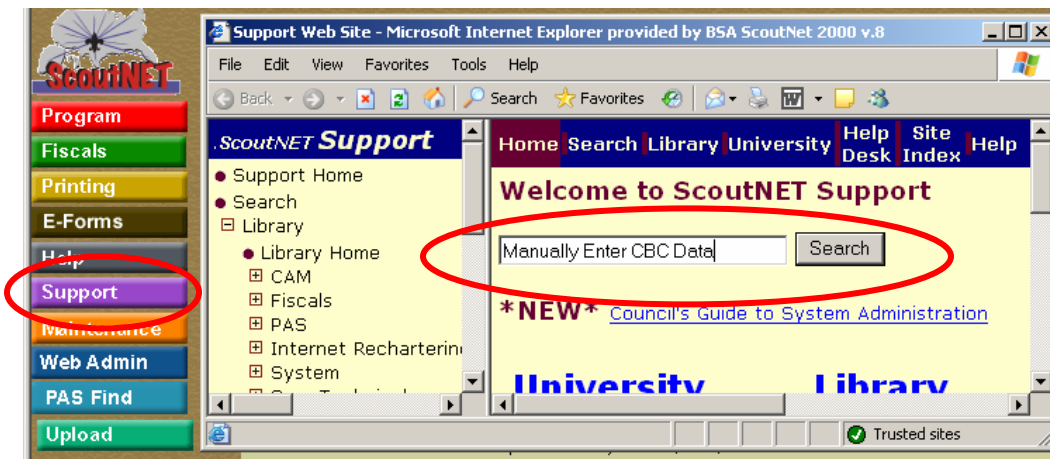


**For New Adults** If the adult participant is being added using the New Registrant button in either Additional Enrollment or Recertify Post, place the batch on Hold do not Post, then perform the Manual Entry of CBC Data. **Do not post the batch before the manual entry process has been completed.** If the person is already in the PAS name file, the person ID or search option (binocular icon) can be used to select the correct person to do the Manual Entry of CBC Data process.

Person ID	Name	State	SSN	Enter Date	Submit Date	Complete Date

**Multiple Person IDs** The person ID for which the Manual Entry of CBC Data was performed must match the person ID of the person being entered in to the LFL Explorer post. In some councils, the same person is entered in PAS multiple times and therefore has multiple person IDs. If a different person ID for the same person is used, the system will select that person for an unnecessary additional background search.

**Further Instructions** For instructions on how to use **Manually Enter CBC Data** to record Form 28-573 certification of Exploring Adult Participants, click the purple Support button in the ScoutNET system and type "Manually Enter CBC Data" in the search box (use quotes); then click the Search button. The document appears; click on it to open it, and print it or read it online.



**Manual Entry Selections**

When entering CBC data for Form 28-573 Exploring Adults, select Form 28-573 Agency as the CBC Vendor, and use the person ID that you wrote on the Exploring Adult Participants Roster. Or, use the search icon (binoculars) to search for and select the correct person. Save all Form 28-573 certification records within the Explorer Post permanent file.

CBC Manual Entry v6.0

File Edit Settings Query Record Field Window Help

CBC Vendor: Form 28-573 Agency

Default Dates: Enter Date: 06/03/2005, Submit Date: 06/03/2005, Complete Date: 06/03/2005

Person ID	Name	State	SSN	Enter Date	Submit Date	Complete Date

By submitting Criminal Background Check information to the National Council, the above listed council, certifies: (a) that to the best of its knowledge, all of the information contained within is true and accurate, and (b) the local council and its employees acknowledge that they may be held jointly and separately liable in any criminal or civil actions arising from any misrepresentations contained herein.

Maintain Person Edit List Cancel Submit