AmeriCorps VISTA
250 E Street, SW
Washington, DC 20525
NationalService.gov/VISTA

Dear VISTA member,

Welcome to AmeriCorps VISTA!

All AmeriCorps VISTA members and Leaders are required to undergo a background investigation. This includes a search of the Dru Sjodin National Sex Offender Public website and an FBI criminal history check, which requires you to submit fingerprints. We cannot accept electronic fingerprint submissions.

We have enclosed:

- Two fingerprint cards
- Instructions for obtaining fingerprinting services and completing the fingerprint cards
- Fingerprint Submission FAQ
- Member Disclosure Form

Contact your supervisor for a pre-addressed/pre-paid UPS Next Day Air label.

Fingerprint cards must be received by AmeriCorps VISTA HQ
30 days from your PSO start date.

Make sure you mail the fingerprint cards three to five days before the deadline with the UPS return label your supervisor provides. Please record the UPS tracking number.

AmeriCorps VISTA members who fail to submit fingerprint cards
by the deadline will be terminated from service.
If the fingerprint cards are not completed correctly, you will have to redo them.

To offset the costs of fingerprinting, members will receive a onetime $25 subsidy in the first living allowance.

A minor offense with no relation to your assignment will generally not bar you from service.

AmeriCorps VISTA expects full disclosure of all criminal history at the time of application. Your sponsoring organization and AmeriCorps VISTA should be fully aware of any prior convictions. Members who did not disclose their criminal history in the application have a final opportunity to do so with the Member Disclosure Form. Should the criminal history check process show that you are not eligible to serve in the AmeriCorps VISTA program, and/or if you fail to disclose your criminal history, you may be terminated from service and forfeit all service benefits forfeited.

This process should take no longer than eight weeks from the submission of your completed cards to us. Unless you hear from an AmeriCorps VISTA representative, you may assume you have been cleared for service.

Thank you for your time and attention. If you have any questions regarding this process please email VISTAfingerprint@cns.gov

Sincerely,

The AmeriCorps VISTA Team

** FINGERPRINTING INSTRUCTIONS**

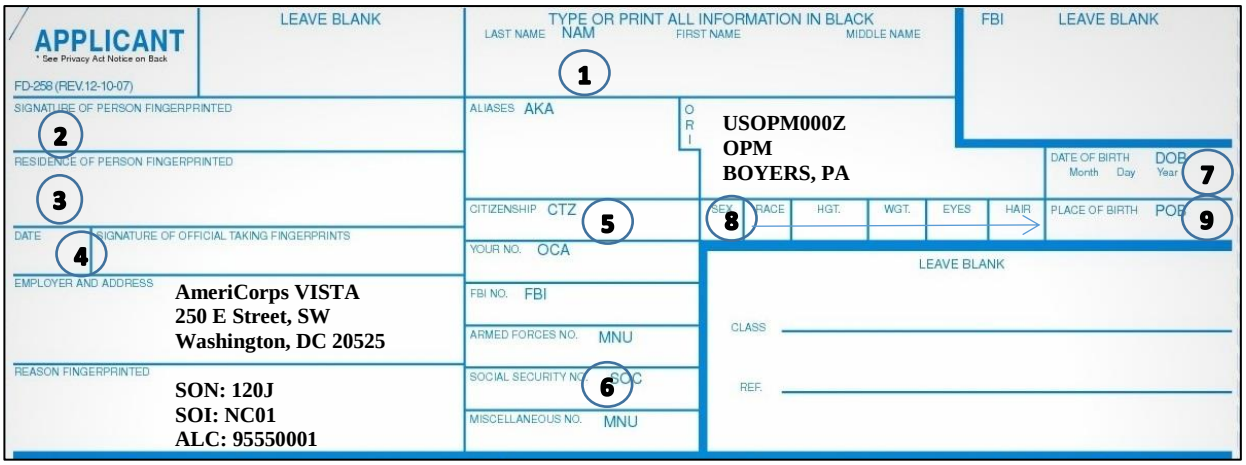
Fill out the enclosed fingerprint cards **completely**. Refer to your cover letter for the due date.

Some police departments and private fingerprinting businesses require a blank card before fingerprinting you. **Please confirm what is required before completing the fingerprint card.**

Before submitting your fingerprint card

- Make sure your fingerprint card is **LEGIBLE** and **COMPLETE.**
- Valid Photo ID Needed. Applicants must present valid government issued photo identification when being fingerprinted. Expired identification will not be accepted.
- **Keep track of your UPS tracking number.**

Refer to the sample card below for what **you must complete** on your fingerprint card before mailing to VISTA HQ.



(1) Last, First, and Middle Name

(2) Your signature

(3) Residence (Permanent Address)

(4) Date & Signature of official taking fingerprints

(5) Citizenship (USA, etc.)

(6) Social Security Number

(7) Date of Birth

(8) Sex, Race, Height, Weight, Eye Color, Hair Color

(9) Place of Birth – State (or Country, if not USA) DO NOT put city or hospital name**.**

Keep track of your UPS tracking number!

Fingerprint Submission FAQ

Where do I go to get my fingerprints taken?

- Local police stations usually offer fingerprinting services during certain business days or hours. It is best to confirm with the police station that fingerprinting services are offered during the time that you plan to visit.
- Many private companies also offer fingerprinting services. A simple internet search for fingerprinting services and your zip code often produces several results.

Can I get fingerprinted electronically?

- Yes, but the fingerprint impressions must be printed onto the fingerprint card. VISTA can only accept fingerprint cards.

Can the fingerprints be sent electronically to VISTA?

- No. VISTA can only accept fingerprint cards.

Can I use a different fingerprint card?

- At your own risk. The fingerprint cards must be identical to FBI issued FD-258 card. If you submit fingerprint impressions on the wrong fingerprint card, you may need to resubmit fingerprints on the correct card.

I was fingerprinted before for another program, do I need to submit fingerprints again?

- Yes, you must be fingerprinted again specifically for the VISTA program.

What is NSPID?

- It is an ID number assigned to each national service participant and can be found in your MyAmeriCorps account.

Will I be reimbursed for the cost of fingerprinting?

- All AmeriCorps VISTA members will receive a $25 fingerprint subsidy in their first living allowance to offset the cost of fingerprinting. Applicants who get fingerprinted but do not start service will not receive this subsidy.

This is my second (third, etc.) year of VISTA service. Do I have to complete and submit the fingerprint cards?

- Contact your State Office to determine whether you need to submit your fingerprints.

Why does AmeriCorps VISTA send a return UPS mailing label?

- AmeriCorps VISTA requests that you use the provided UPS mailing label to ensure timely receipt of your fingerprint cards.
- Regular mail that arrives to AmeriCorps VISTA is first taken to an off-site screening facility. This screening **will damage** the fingerprint cards and can cause a delay of up to two weeks
- You may use, at your own cost, other express mail methods. The address for receipt of the cards is:

  AmeriCorps VISTA Fingerprint
  250 E Street SW
  Washington, DC 20525

If I have to send in a second set of prints, will I get another $25 subsidy?

- No. You are responsible for getting two legible and complete fingerprint cards to AmeriCorps VISTA HQ.

I made a mistake completing the fingerprint card. How do I correct the error?

- Use a black pen to cross out the incorrect information with a single strike ~~(like this)~~ and write the correct information. Please also write your initials next to the change.

Member Disclosure Form

AmeriCorps VISTA requires a criminal history check to ensure community members with whom we work are protected. We investigate past sexual offenses and other criminal offenses that have direct negative implications on your assignment. A minor offense with no relation to your assignment will generally not bar you from service.

If you did not complete the criminal history questionnaire during the application process, please do so now.

Complete the following if you have been convicted of an offense (regardless of time) or are currently facing charges for any offense, on probation or parole **and did not** list it in your application.

- Do not complete this form if you did list your criminal history on your application and/or you do not have a criminal history.
- Exclude traffic fines unless the violation was alcohol or drug related.
- Fill out one form for each incident.
- Please email this form to VISTAfingerprint@cns.gov no later than **30 days after your PSO start date.**

Failure to disclose criminal history may result in termination of AmeriCorps VISTA service.

Name: _____

NSPID: _____

Service Start Date: _____

Date of Incident: _____

Location of Incident: _____

Charge or Citation: _____

Final Court Judgement

☐ Guilty
☐ Dismissed
☐ Diversion Program
☐ Not Guilty
☐ Deferred judgement/suspended sentence
☐ Other:_____

Current legal status:

Yes	No	
		Are you currently on probation of any kind?
		Do you have any unpaid financial obligations pertaining to this incident?
		Are there any court-ordered obligations relating to this incident that have not been satisfied?

If you answer "yes" to any of the current legal status questions listed above, please state when and how current legal obligations will be met.

_____

_____

Provide narrative explanation of the circumstances surrounding the incident:

_____

_____