



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 have enclosed:

- Two fingerprint cards
- Instructions for obtaining fingerprinting services and completing the fingerprint cards
- Fingerprint Submission FAQ
- Criminal History Questionnaire

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

Fingerprint cards must be received by AmeriCorps VISTA HQ by the 5th Friday of service.

Make sure you mail the fingerprint cards three to five days before the deadline with the UPS return label your supervisor/sponsor 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 Criminal History Questionnaire. 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 your submission of the 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.

Before completing your fingerprint card, take note of the following to ensure your card is processed in a timely manner:

- Make sure to **write carefully and legibly**.
- If your fingerprint card is **ILLEGIBLE** or **INCOMPLETE**, it **will not** be processed.
- **Keep track of your UPS tracking number.**
- **Valid Photo ID Needed.** Applicants must present valid government issued photo identification when being fingerprinted. Expired identification will not be accepted.

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

APPLICANT <small>* See Privacy Act Notice on Back</small>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK				FBI	LEAVE BLANK
FD-258 (REV.12-10-07)		LAST NAME NAM	FIRST NAME	MIDDLE NAME			
SIGNATURE OF PERSON FINGERPRINTED 2		ALIASES AKA		O R I	USOPM000Z OPM BOYERS, PA		DATE OF BIRTH Month Day Year 7
RESIDENCE OF PERSON FINGERPRINTED 3		CITIZENSHIP CTZ	5	SEX 8	RACE	HGT.	WGT.
DATE 4	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	YOUR NO. OCA		EYES	HAIR	PLACE OF BIRTH POB	9
EMPLOYER AND ADDRESS AmeriCorps VISTA 250 E Street, SW Washington, DC 20525		FBI NO. FBI		LEAVE BLANK			
REASON FINGERPRINTED SON: 120J SOI: NC01 ALC: 95550001		ARMED FORCES NO. MNU		CLASS			
		SOCIAL SECURITY NO. 6		REF.			
		MISCELLANEOUS NO. MNU					

- | | |
|--|--|
| <p>(1) Last, First, and Middle Name</p> <p>(2) Your signature</p> <p>(3) Residence (Permanent Address)</p> <p>(4) Date & Signature of official taking fingerprints</p> <p>(5) Citizenship (USA, etc.)</p> | <p>(6) Social Security Number</p> <p>(7) Date of Birth</p> <p>(8) Sex, Race, Height, Weight, Eye Color, Hair Color</p> <p>(9) <u>Place of Birth</u> – State (or Country, if not USA) DO NOT put city or hospital name</p> |
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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.

I am unable to send the fingerprint cards in the required time frame. What should I do?

- If you are unable to submit the fingerprints by the required deadline, please send an email to VISTAfingerprint@cns.gov **and** copy your supervisor no later than **the 3rd Friday of service** with the following information:
 - Name
 - NSPID
 - Service start date
 - Extension Request Reason
 - Date AmeriCorps VISTA HQ can expect the fingerprints
- Type “Fingerprint Extension Request_FirstAndLastName_ NSPID” in the subject line. (Ex: Fingerprint Extension Request_JaneDoe_123456)

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, who have been sworn in, 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.

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.

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 process can cause a delay of up to two weeks and **will** damage the fingerprint cards in your mailing.
- 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 Suite 300
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. All AmeriCorps VISTA members, who have been sworn in, will receive only one \$25 fingerprint subsidy.

Criminal History Questionnaire

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 by the **5th Friday of service.**

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: