



CRIMINAL HISTORY RECORD NAME SEARCH REQUEST

PURPOSE OF THIS REQUEST (Check only one):			
<input type="checkbox"/> ADOPTION-DOMESTIC	<input type="checkbox"/> ADOPTION-INTERNATIONAL		
<input type="checkbox"/> VISA (INTERNATIONAL TRAVEL)	<input checked="" type="checkbox"/> OTHER (please specify): <u>Volunteer Coach</u>		
NAME INFORMATION TO BE SEARCHED:			
<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE NAME</u>	<u>MAIDEN NAME</u>
<u>RACE</u>	<u>SEX</u>	<u>DATE OF BIRTH</u> / / (MM/DD/YYYY)	<u>SOCIAL SECURITY NUMBER</u>
AFFIDAVIT FOR RELEASE OF INFORMATION:			
I hereby give consent and authorize the Virginia State Police to search the files of the Central Criminal Records Exchange for a criminal history record and report the results of such search to the agent or individual authorized in this document to receive same.			
			_____ Signature of Person
State of _____; County/City of _____, to wit: Subscribed and sworn to before me this _____ day of _____, 20 _____.			
My Commission expires _____, 20 _____.			_____ Signature of Notary Public
SIGNATURE OF PERSON MAKING REQUEST:			
As provided in Section 19.2-389, <u>Code of Virginia</u> , I hereby request the criminal history record of the individual named in Section 1 and swear or affirm I have the consent of the individual to obtain their record and will not further disseminate the information received, except as provided by law.			
			_____ Signature of Person Making Request
State of _____; County/City of _____, to wit: Subscribed and sworn to before me this _____ day of _____, 20 _____.			
My Commission expires _____, 20 _____.			_____ Signature of Notary Public
NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST:			
Mail Reply To:			
<u>NAME</u>			
<u>ATTENTION</u>			
<u>ADDRESS</u>			
<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>	
FEES FOR SERVICE:			
FEES:		* FEES For Volunteers with Non-Profit Organizations:	
<input type="checkbox"/> \$15.00 CRIMINAL HISTORY SEARCH	<input type="checkbox"/> \$8.00 CRIMINAL HISTORY SEARCH		
<input type="checkbox"/> \$20.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH	<input type="checkbox"/> \$16.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH		
* To be entitled to reduced price, services must be on volunteer basis for a non-profit organization with a tax exempt number. Attach documentation to form which supports volunteering status and include organization's name, address, and your tax exempt identification number.			
METHOD OF PAYMENT: (Note: Personal Checks <u>Not</u> Accepted)		Mail Request To:	
<input type="checkbox"/> Business or Certified Check or Money Order (payable to Virginia State Police)		Virginia State Police Central Criminal Records Exchange P.O. Box 85076 Richmond, Virginia 23261-5076	
<input type="checkbox"/> Charge Card <input type="checkbox"/> MasterCard  OR <input type="checkbox"/> Visa 			
Account Number: - - -			
Expiration Date: /			
Signature of Cardholder: _____			
<input type="checkbox"/> Virginia State Police Charge Account Number:			
FOR STATE POLICE USE ONLY - DO NOT WRITE BELOW THIS LINE			
Response based on comparison of name information submitted in request against a master name index maintained in the Central Criminal Records Exchange only.			
<input type="checkbox"/> No Conviction Data – Does Not Preclude the Existence of an Arrest Record <input type="checkbox"/> No Criminal Record – Name Search Only <input type="checkbox"/> No Sex Offender Registration Record		Purpose code: <input type="checkbox"/> C <input type="checkbox"/> N <input type="checkbox"/> O	
<input type="checkbox"/> No Criminal Record – Fingerprint Search <input type="checkbox"/> Criminal Record Attached			
Date _____		By CCRE/ _____	

**CITY OF WILLIAMSBURG
PARKS AND RECREATION
VOLUNTEER AND PAID STAFF BACKGROUND CHECK
AND PARTICIPATION POLICY**

The City of Williamsburg Parks and Recreation Department has numerous positions for both paid and volunteer staff to assist with the operation of its programs for youth sports and activities. Community members are encouraged to become actively involved in assisting as coaches, assistants, referees, scorekeepers, and other positions to make the City's recreational offerings to youth fun, educational, and rewarding experiences.

Both paid staff and volunteer staff for Parks and Recreation are required to submit to a criminal background check prior to beginning any activities involving youth programs. A criminal background search authorization form is attached hereto. All results of said searches are confidential and are not disclosed beyond Parks and Recreation staff directly involved in requesting and receiving the search results.

If the search reveals a disqualifying incident, the applicant will be notified that they will not be permitted to participate in the program, either as paid staff or as a volunteer, and the reason why they are disqualified. That information shall be maintained, in confidence, on file. Determinations of the Parks and Recreation Department as to disqualifying incidents are final.

Disqualifying felony and misdemeanor convictions:

- All Sexual offenses, whether felony or misdemeanor, regardless of the length of time since the conviction
- All violent felonies regardless of the length of time since the conviction
- All felony drug convictions regardless of the length of time since the conviction.
- All violent misdemeanor convictions occurring within the last 7 years.
- All felony convictions, other than sexual or violent offenses, other than those listed above, occurring within the last 10 years.
- All class one misdemeanor offenses occurring within the last 5 years.
- All single misdemeanor drug or alcohol offenses occurring within the last 5 years.

- Any person having multiple misdemeanor convictions for drug and alcohol offenses shall be disqualified for a period of 10 years from the date of the last conviction.
- All other misdemeanors will be considered on a case by case basis, and the applicant shall be disqualified if in the determination of the Parks and Recreation staff the individual may pose a potential risk or danger to the youth participants in the program.

Anyone currently awaiting trial for any misdemeanor or felony offense shall report that information to the Parks and Recreation Department Head. The Department Head may suspend the person until such time as the charge(s) is resolved, depending on the seriousness of the charge(s). If an individual is charged with a crime while serving as paid staff for the Department of Parks and Recreation, that individual shall immediately report the charge(s) to the Department Head who will may suspend the person with or without pay pursuant to the personnel manual, until such time as the charges are resolved.

I understand that the Department of Parks and Recreation will run a criminal background check on me. I understand that the Department reserves the right to disqualify me if I have been convicted of a crime as listed above. I understand that I am responsible to notify the Department Head if I am charged with a crime either before or while a member of staff, either paid or volunteer, with the Department of Parks and Recreation, and that I may be required to leave that position until the criminal charges are resolved.

Date _____

Signature

Printed Name

Background Check Process Sheet:

Name: _____

Phone: (____) _____ - _____

E-Mail: _____

Reason for Background Check:

- Volunteer Head Coach
- Volunteer Assistant Coach
- Employee
- Instructor
- Other: _____

Program:

- Youth Basketball
- Youth Softball
- Youth Tennis
- Youth Volleyball

OFFICE USE ONLY:

Process Date: ___/___/___

Results: Approved

Date: ___/___/___

Not Approved

Date: ___/___/___

Contact Made via: Phone Email Date: ___/___/___

Note: _____