

2020 All About the Dogs Weekend: Instructions for background check/screening for overnight adults (for those who have not had a 4-H background check since 6/14/19):

PLEASE READ CAREFULLY – there are several options

Parents/Guardians who are residents of NH or parent of a NH 4-H member:

May do one of these three options:

1. A UNHCE staff person can submit a request using the UNH online HR Background Check Request. The parent or guardian's email and phone number are needed to initiate the background check, and the contractor will email the parent or guardian with an online form to complete. The background check must be initiated by May 7th and the parent or guardian must complete the emailed form promptly (within 24 hours) to ensure a report is received by the June 1st deadline. If you choose this option, please contact your county staff or the NH State 4-H Office (main # 603-862-2180; Mary Davis 603-862-2188 or Mary.Davis@unh.edu). The cost is paid by UNH Cooperative Extension.

The above option requires the parent or guardian to submit information securely online, including their social security number.

2. The parent or guardian may provide results of a background check done for employment or other volunteer work, as long as it is within 12 months (on/after 6/14/19) of the event AND it meets the same standards as the NH State Police Background Check below.

3. The parent or guardian may obtain a background check through NH State Police. This is generally a much faster turn-around time than going through the UNH contractor. This may be done in-person or via mail (notarized form is required). The cost is borne by the parent or guardian, but may be reimbursable if the parent or guardian becomes an enrolled NH 4-H volunteer.

This background check requires fingerprinting which can be done at NH State Police; the website below lists places where fingerprinting can be completed.

Complete and submit [CRIMINAL RECORD RELEASE AUTHORIZATION FORM](#) (requires notary) in person or via mail as instructed on the form. **This form is required ONLY if you choose this option**

Complete an FBI criminal record request using the [SCHOOL EMPLOYEE CRIMINAL HISTORY RECORDS CHECK – RSA 189:13-a FORM](#) (requires fingerprinting) last page **this form is required ONLY if you choose this option**

Please see NH State Police web page for additional instructions and links to forms.

<https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/index.html>

Parents/Guardians who are NOT residents of NH & not the parent of a NH 4-H member:

1. If a screened/background checked leader, obtain documentation from your home 4-H county or state. A letter or email from a state or county 4-H official confirming acceptable background check results within 12 months is sufficient.

2. The parent or guardian may provide results of a background check done for employment or other volunteer work, as long as it is within 12 months of the event AND it meets the same standards as the NH State Police Background Check (3 above).

3. The parent or guardian may obtain a background check via their home 4-H county or state, and provide documentation. A letter or email from a state or county 4-H official confirming acceptable background check results within 12 months is sufficient. Please allow sufficient time for this to be completed. 3 weeks is often required.

4. Obtain a local and national (FBI) background check via a police agency, which may be NH State Police or the local or state police in your hometown or state.

5. Follow the procedure in #1 for NH members/parents (e.g. go through Mary Davis, contact info below)

Documentation for background checks must be provided to:

Mary Davis, Program Manager, 4-H Animal and Agricultural Science
UNH CE 4-H
Kendall Hall, 129 Main St
Durham NH 03824

Email: Mary.Davis@unh.edu Phone: 603-862-2188