

Registered Adult Volunteer Application and Background Check Procedures

NEW

APPLICATION: The most recent Volunteer Registered Adult Application is in the Adult Volunteers folder of the Library located in the database and youngmarines.com website. It can also be found on the Volunteer page of the website. This application is to be completed by the applicant and reviewed by the Unit Commander. Adult Volunteer Registration is \$20.00 payable from UNIT FUNDS to Young Marines National Headquarters. Please ensure the application is complete before sending it to National HQ. The application **MUST** contain the following:

- Full Name (no nicknames)
- Social Security Number
- Phone Numbers
- Correct and current email address
- Military service information to include:
 - Active duty: Statement of Service letter from current OIC
 - Former military: DD214 containing the Character of Service or Type of Discharge: “Honorable” and/or the individual’s Reenlistment Code.
- Former Young Marine information (if applicable)
- ALL Reference information from the three letters
- Payment type (please do not leave blank if paying through the database. Mark “Online”)
- Approval Recommendation, Appointment, T-shirt and cover sizes
- Photo
 - Must be attached to the page
 - Must be COLOR
 - Please try to provide a CLEAR head and shoulders picture
 - DO NOT use photocopy of Driver’s License or Government ID
- Letters of Reference **MUST** contain:
 - Date
 - Referee’s information
 - Mailing Address
 - Phone Number
 - Name of Referee
 - Signature
 - Form letters will not be accepted. Letters must be written by the referee. Referees must not be a YM Registered Adult or family member of the applicant. Referee must have known the applicant for a period of one year or longer.

Please use the Unit Commander’s Checklist to review the application and include it with the application to HQ.

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BACKGROUND CHECK: To comply with federal regulations, the volunteer application and background check process are to be kept separate. Once a completed application has been reviewed and accepted by the YM Unit Commander, the unit shall then give the *Background Check Self Registration Letter* to the applicant. This letter explains the process that must be followed to complete the mandatory background check. The letter can be found in the Library. The letter may be given electronically as it contains a hyperlink to the website. This will enable the applicant to copy the code, select the hyperlink into the system, then paste the code into the appropriate field.

Once the applicant has completed the input process on the National Center for Safety Initiatives website, they will pay NCSI directly for the background check. The price is \$20.00 plus a \$1.25 processing fee. Some applicants will be required to pay county "Pass-Through" fees. These fees are applied by the county of longest residence within the last 5 years. No applicant will be made to pay fees for more than one county. The *Background Check County Fees* list is posted in the Library.

Once an Adult Volunteer application is received by HQ and entered into the database, the pending RA will be placed in "Awaiting Application Review" status. Once the application has been reviewed and confirmed complete, the pending RA status will change to "Awaiting Background Check". The background check process can take 10 days on average. NCSI will handle all aspects of the background check process including all adverse action notifications, verifications, and challenges. YM HQ will receive a "Red Light/Green Light" approval notification from NCSI based on their results. Once this approval is received, the status will be updated to "Awaiting Director Approval" if green lighted. Once approved, the status will change to "Approved". Only then can the RA be involved with the Young Marines and Unit activities.

Frequently Asked Questions:

- Why did YM HQ change background check procedures?
 - YM HQ has changed the background check provider due to a rate increase and new federal regulations. Checks from IntelliCorp were previously less than \$2.00. After the increase, the cost average was around \$35.00 after fees. All county pass-through fees were also added on to the cost. This cost was paid for by National Headquarters, over and above the \$20.00 registration.
- Why National Center for Safety Initiatives?
 - It was found that the background checks provided were not done to the extent or satisfaction required by a high-risk organization like ours. National Center for Safety Initiatives (NCSI) proved to offer the most in-depth and accurate search for the best price. NCSI specializes in volunteers who work with youth and at risk populations.
- Who needs to go through the NCSI background check?
 - All new applicants are now responsible for obtaining and paying for their background check using the contracted provider NCSI.
 - Any Registered Adult who allows their registration to lapse for more than one year.

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- Why are we paying more for our background checks?
 - The increase in prices would have had to have been passed on to the applicants in some way, if not this than with an increase in the application fee.
- Can we use a different company for our background checks?
 - Background checks from other entities are not accepted by YM National HQ. Background checks obtained through NCSI may be shared with other volunteer organizations.
- Do active military, Federal employees, police, firefighters, teachers, etc. have to do a background check?
 - ALL applicants are required to do the background check, even active duty military.

The whole background check process is to further ensure the safety of our Young Marines, fellow Registered Adults, Units and the Young Marines as an institution.