

## Recommended Volunteer Screening Checks

---

### *A Criminal Background Check*

Two forms are needed to complete this step – an authorization to release records form and a reduced fee request form that applies to non-profits and volunteers.

Click on these links to download and print each form:

<http://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/documents/dssp256.pdf>

(Authorization to release records form)

<http://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/documents/crfeform.pdf>

(Request for reduced rate form)

### *A Check of the NH Bureau of Elderly & Adult Services Registry*

This is a listing of individuals who have been investigated by the Bureau of Elderly & Adult Services and found to have abused children or adults. (This is a free service.)

Click on this link to download and print a request to check the registry:

<http://www.dhhs.nh.gov/hr/documents/beasregistry.pdf>

### *A Check of an Individual/s Driving Record*

If a volunteer will be driving as part of their volunteer assignment, a check of their driving record from the New Hampshire Division of Motor Vehicles should be obtained. This step can be taken once the volunteer has officially applied and has identified what volunteer role they will be taking.

Click on this link to download and print to request a copy of a driving record:

<http://www.nh.gov/safety/divisions/dmv/forms/dsmv505.pdf>

You also need to ensure that volunteers who will be driving people have adequate automobile insurance coverage in effect. Ask volunteers to provide you with a copy of the declarations page outlining their coverage and expiration date.