

Criminal Background Investigations for Volunteers

Austin Parks & Recreation (APR) now requires that all Volunteers with AAC pass a Criminal Background Investigation (CBI) prior to volunteering at the AAC facility. Please note that this is not specific only to AAC - all staff including volunteers for any third party providing services on APR property must pass a CBI. The investigation process is completed in 2 parts:

1. AAC must perform a Criminal History Conviction Name Search of the Volunteer with Texas Department of Public Safety (DPS).
2. The Volunteer must obtain and provide the results of an FBI - Identity History Check to AAC.

There is no out-of-pocket cost to the Volunteer. Any records obtained by or provided to AAC will be confidential and stored securely. No records are shared with APR, other than an AAC letter certifying that the Volunteer has passed/failed the CBI. If a prospective Volunteer fails the CBI, or chooses not to participate in the process, they will not be able to volunteer at the AAC facility.

The following process must be completed prior to you volunteering at the AAC facility on APR property:

1. Send all communications to Accounting@AustinArcheryClub.com.
2. Complete, sign, scan and email the **Volunteer Authorization** form to AAC, authorizing AAC to perform the Texas DPS search, to receive and store those results and the provided results of the FBI check, and to communicate pass/fail status to APR.
3. Once you pass the Texas DPS search performed by AAC, you will be provided with a unique Authorization Code to pay for the FBI check, which requires a 10-minute digital fingerprint appointment.
4. Schedule and complete a digital fingerprint appointment with IdentoGO:
 - <https://uenroll.identogo.com/workflows/111VVQ>, select **Schedule or Manage Appointment**.
 - Download and read the Privacy Statement documents, then select **Next**.
 - Complete the **Essential Info** then select **Next**. Be sure to include your valid email address. DO NOT list AAC info or info for anyone other than yourself on this page.
 - Under **Additional Info** choose **Personal Review** from the dropdown, then select **Next**.
 - Under **Citizenship** choose the appropriate options from the dropdowns, then select **Next**.
 - Under **Personal Questions** answer **Yes** or **No** to the first 3 questions, then specifically answer **Yes** to the **Coupon Code** question, then select **Next**.
 - Under **Personal Info** choose the appropriate answers to the dropdowns, then select **Next**.
 - Under **Mailing Address** complete the fields and dropdowns, then select **Next**.
 - Under **Documents** choose your preferred identification **Document** from the dropdown, then select **Next**.
 - Under **Location** search for and choose your preferred **Location**, then select **Next**.
 - Under **Payment** enter and apply the **Authorization Code** provided, then select **Next**.
 - Under **Date and Time** choose your appointment option to complete the scheduling process.
 - Print the **Service Summary** and email to AAC. You will receive a confirmation email from IdentoGO - please forward this email to AAC.
 - After completing your IdentoGO appointment, make a copy of the receipt and email to AAC. You may be charged the sales tax (~\$2.64). If this occurs, AAC will reimburse you for this out-of-pocket expense.
 - Once you receive an email from nobody@uemail.identogo.com, you must view the results within 5 days. Immediately download the PDF letter and save it to a computer, and view the results letter.
 - After viewing the results, if you are OK sharing them with AAC, email the PDF to AAC.



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Volunteer Authorization

Provide all the information requested below, sign and date the form,
and email it to: Accounting@AustinArcheryClub.com.

Full Legal Name (print clearly)

First

Middle

Last

Date of Birth (DOB)

Month

Day

Year

I, the above named person, authorize The Austin Archery Club (AAC) to use the above Personal Identifiable Information (PII) for the purpose of performing a Criminal History Conviction Name Search with Texas Department of Public Safety (DPS). I authorize AAC to retain these records, along with the results of the FBI - Identity History Check once I share them with AAC. I also authorize AAC to communicate to Austin Parks & Recreation (APR) the pass/fail status of the DPS search and FBI check.

I understand and agree that if I fail either the DPS search or FBI check, or if I fail to complete any part of the required process, I will not be able to volunteer at the AAC facility on APR property.

Signature

Date