Background Check Instructions - Volunteers

1. Click on this link to access the Safe Visitor website:
   https://secure.safevisitorsolutions.com/Safe/Volunteer/000832/vol

2. Select Next Step, and then view the Bullying Prevention information:
   - Scroll down to School Staff Section
   - Select Staff Training
   - Then go to Training Tools and click on Volunteer link
   - Thoroughly read through the stopbullying.gov document
   - Return to screen and elect the box to affirm that you have reviewed this information

3. Then, check the box to agree to the terms, and select Next Step again.

4. Check the box to confirm your FCRA rights, type your eSignature, and select Next Step.

5. Enter all information in the boxes that appear highlighted in red (these fields are required). You will not be able to submit your request until you have correctly filled in all red boxes.

   a. In the "Additional Notes" box, enter the name of the school/area where you will be volunteering (teacher name, athletic team, etc.).

6. Select the checkbox for the authorization agreement, type your eSignature, and Select Next Step. (*You do NOT need to scan your Driver's license. This button is for organization use only.)

7. You will now be prompted to enter payment. *Your background check will not be submitted or considered started until you submit payment.

   a. The cost of the background check is the responsibility of the volunteer and starts at $21.95. Once payment is made, then your request will be submitted for processing. *Please note that results may take up to 30 days to be returned depending on the counties being searched.*

   b. *If you have resided outside of Indiana, you may also be required to complete additional checks as part of Indiana's legislation requiring out-of-state county criminal history checks. Additional charges for these checks are assigned by individual states and counties, and it is the responsibility of the volunteer to pay for any charges associated with these required background checks prior to the start of volunteering.

8. If you need assistance at any point during this process, please contact the office of the school where you would like to volunteer.

9. Please **do not** contact the school to check on the status of the background check. Instead, you will receive an email from Safe Visitor once you are approved to volunteer.

*Volunteer status with West Lafayette Community School Corporation is based on the results of all background checks. Results must be received and satisfactory before a volunteer may serve in any capacity with WLCSC. **Background check results are valid for 5 years**.*