

Checklist for Submitting a PROTECTScreen Background Check Request

Mail (via a traceable method) ACA the following four items:

- _____ A completed fingerprint card. Ensure that:
 - In the Your OCA field of the fingerprint card, the volunteer's OCA number is printed legibly. Remember, the camp assigns the OCA number by using the following format: CAMP NUMBER "AC" VOLUNTEER NUMBER.
 - Other required fields of the fingerprint card are filled out: Name, AKA, Address of the person fingerprinted, Camp name and address, SOC, DOB, Sex, Race, Height, Weight, Eyes, Hair, POB.)
 - The volunteer's fingerprints are on the card.

- _____ A copy of the completed Volunteer Application. Ensure that:
 - You have entered the OCA number and Type of Government ID (the photo ID you photocopied) lines on the application.
 - The volunteer has completely filled out and signed the application.
 - You have kept the original for your own files.

- _____ A copy of the volunteer's photo ID (e.g., driver's license, passport, etc.)

- _____ Payment for the background check and determination (Using the form found in Appendix F of the Manual). Reminders:
 - The fee is \$18 per volunteer.
 - We accept a check from your camp, a cashier's check, a money order, or credit card. Do not send personal checks as they cannot be accepted.
 - Checks or money orders should be made out to: American Camp Association

Also check the following:

- _____ If you are sending multiple background checks at once, make sure that each matching fingerprint card and volunteer application are paper clipped together. DO NOT USE STAPLES OR TAPE as the integrity of the fingerprint could be compromised.

- _____ You are mailing via a traceable method (e.g., certified mail, UPS, FedEx, etc.)

Mail to:

PROTECTScreen
American Camp Association
5000 N State Road 67
Martinsville, IN 46151