

## Volunteer Background Checklist

Date \_\_\_\_\_

School \_\_\_\_\_

Applicant \_\_\_\_\_

- Community
  - Application completed and signed by the Applicant
  - ID photocopied and attached to application
  - Social Security Number (If out of State ID)
  - CBI Check Performed <https://apps.colorado.gov/apps/dps/sor/>  
Choose Search  
Submit the User Agreement  
Fill in the fields and Search
    - CBI results: \_\_\_\_\_
      - Approved
      - Denied

*\* If information is returned to you by CBI at this stage please contact Security at 303.387.9999 for guidance*

- Email Application / Copy of ID / Checklist to [volunteer-backgroundsusergroup@dcsdk12.org](mailto:volunteer-backgroundsusergroup@dcsdk12.org)
- Security Emails Approval / Denial to School
- Parent
  - Print Application (If submitted through Parent Portal)
  - CBI Check Performed <https://apps.colorado.gov/apps/dps/sor/>  
Choose Search  
Submit the User Agreement  
Fill in the fields and Search
    - CBI results: \_\_\_\_\_
      - Approved
      - Denied
  - Email completed checklist to [volunteer-backgroundsusergroup@dcsdk12.org](mailto:volunteer-backgroundsusergroup@dcsdk12.org)

I verify that I have completed the necessary steps listed above for the Volunteer Applicant

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_