

DATE: November 17, 2006
TO: Coaches
FROM: Robert Hodges
SUBJECT: Background Check

Coaches: There has been some confusion with the background check process. The County no longer allows the use of the old forms with a photocopy of your driver's license. The new process is as follows:

1. Check the Chesterfield County Website for the times and locations for background checks - <http://www.chesterfield.gov/backgroundchecks/policy.asp>
2. You can select any of the locations or times to have the background check fingerprinting process completed.
3. All forms are provided at the site used for the background checks and should be filled out at the site. The forms that were used prior to 2006 are no longer valid.
4. A photo ID must be provided before the background check can be made.
5. Once the required information is provided, the background check operator will complete the fingerprint process.

Your background check ID card will be mailed in approximately 7-10