



# National Recreation and Park Association

## NRPA Recommended Guidelines for Credentialing Criteria Review

To confirm that a particular criminal background check practice is fully compliant with our industry expectation as determined by the **NRPA Recommended Guidelines for Credentialing**, submit answers to the following questions.

Attach detailed documents that thoroughly describe the processes used to accomplish each step, including but not limited to sample reports, data base description(s), and explanation of sources for each answer.

1. **Verification of Identity** - Is the first step in your practice to verify the person's name, date of birth (D.O.B.) and address against the Social Security Number provided to ensure the person is who they purport to be?  
 YES  NO, if yes, is there an additional cost?  YES  NO \$\_\_\_\_\_
2. **Identification of Current & Past Addresses** – After verification of identity do you conduct an address trace to verify the person's current address and previous addresses to determine the logical jurisdiction in which to conduct the background screening?  
 YES  NO, if yes, is there an additional cost?  YES  NO \$\_\_\_\_\_
3. **State or County Criminal Record Search** – After determining the logical jurisdiction(s) in which to conduct the background screening do you conduct a Statewide or Countywide (depending on the jurisdiction) criminal record check to capture all misdemeanor and felony convictions in the jurisdiction with the longest and most current residency?  
 YES  NO, if yes, is there an additional cost?  YES  NO \$\_\_\_\_\_

Explain how you obtain actual local court records: \_\_\_\_\_

**NOTE:** National criminal data base searches are a research tool only and are not a substitute for a hands-on search at the county level under any circumstances (or the functional equivalent of a county level search). **NRPA guidelines do not accept national data base records as a substitute for these county and state level searches.**

4. **National Criminal Record Search** – Do you access criminal data from all 50 states using a regularly updated, dependable data base service?  
 YES  NO, if yes, is there an additional cost?  YES  NO \$\_\_\_\_\_
- 4-a Do you verify records found from your data base search with a physical record search at the appropriate county courthouse housing the original record?  
 YES  NO, if yes, is there an additional cost?  YES  NO \$\_\_\_\_\_

5. **Sex Offender Registries** - Do you search all 50 state repositories plus the District of Columbia for known sex offenders?  
YES NO, if yes, is there an additional cost? YES NO \$\_\_\_\_\_
- 5-a Do you verify records found from these repositories with a physical record search at the appropriate county courthouse housing the original record?  
YES NO, if yes, is there an additional cost? YES NO \$\_\_\_\_\_
6. **Timely results** – Will the results be compliant with all the aforementioned guidelines and be returned within 2-5 business days?  
YES NO, if yes, is there an additional cost? YES NO \$\_\_\_\_\_
7. **Contested Results** – If a person chooses to contest the results, will you handle any and all disputes? YES NO, if yes, is there an additional cost? YES NO \$\_\_\_\_\_

**Other Questions for NRPA membership consideration**

8. If a person has been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of the adjudication for **any** of the **disqualifying offenses**, will all details including charges, court disposition(s), and sentencing be provided filtered and decoded?  
YES NO, if yes, is there an additional cost? YES NO \$\_\_\_\_\_
9. Do you provide a Pass/Fail notification service option based on comparing results with the client’s selected list of disqualifiers?  
YES NO, if yes, is there an additional cost? YES NO \$\_\_\_\_\_
10. Do you provide an online data management system that can be accessed through a secured website allowing clients the ability to submit new requests, retrieve results, and view the status of pending requests, with full management of current and historical results?  
YES NO, if yes, is there an additional cost? YES NO \$\_\_\_\_\_
11. Is your company a member in good standing with the National Association of Professional Background Screeners (NAPBS)? YES NO

I attest that I have answered these questions accurately and honestly:

Submitted By (Print) \_\_\_\_\_

Date: \_\_\_\_\_

Title \_\_\_\_\_

Representing: \_\_\_\_\_

Signature: \_\_\_\_\_