



Criminal Background Check Certification for Non-University Organizations and Entities Operating Activities Involving Minors

Criminal Background Check Requirements

Non-university organizations and entities that operate camps, programs, activities or events involving minors must conduct criminal background checks of their employees, volunteers, and representatives that are consistent with the university's requirements. As part of the agreement to operate on campus, non-university organizations and entities that operate programs or activities on campus involving minors are responsible for ensuring that criminal background checks are completed in line with university's requirements and include the following components, at minimum:

- Criminal Felony & Misdemeanor (local, state, and federal)
- Civil Upper & Lower County Court Civil Records Search
- Federal Criminal Records Search
- Social Security Number Trace
- National Sex Offender Registry
- Widescreen Plus National Criminal Search

Additionally, all camps, programs, activities or events involving minors must comply with [Cal. Bus. & Prof. Code § 18975](#), including ensuring all required persons complete a background check as specified (fingerprint-based).

Organization/Entity and Activity Involving Minors Information

Please provide the following information about the activity/program that will be administered.

Entity/Organization name

Activity/ program name

Contact person's name

Title

Contact person's phone

Email

Sponsoring unit (university contact name, phone and email address)

Date(s) that minors will be on campus

Criminal Background Check Information

Please complete the following information about your organization's/entity's criminal background check process.

Vendor (company or organization) conducting criminal background checks

Frequency at which criminal background checks conducted for returning employees, volunteers, etc.



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Explain how results are reviewed, by whom, and what criteria deems an individual ineligible

Attestation

I, _____, attest on behalf of the organization/entity named above that all individuals employed by, contracted by, or volunteering for our organization/entity in connection with the camp, program, activity or event involving minors have successfully cleared criminal background checks that meet the minimum criteria listed above and outlined in [USC's Protecting Minors policy](#).

Signature

Date

Please email this completed form and a list of all individuals (first and last names) who will be working in your camp, program, activity or event to USC's Office of Youth Protection and Programming via email to minors@usc.edu prior to the start scheduled start date.