

Background Screening Certification for Third Parties Operating Covered Activities

Background Screening Requirements

Third parties (non-university organizations and entities) that operate Covered Activities (camps, programs, activities and/or events involving minors) must conduct background screening of their employees, volunteers, and representatives that is consistent with the university's requirements outlined in the Protecting Minors Policy:

- Live Scan fingerprint-based background check
- Screen of U.S. Center for SafeSport Disciplinary Database
- Written application*
- Live interview*
- Reference checks (2, non-family members)*

**Recommended but not required for employees of USC applying to work in a Covered Activity. If not employed by USC, this is required.*

Please complete and upload this form to your registration record, along with a list of all individuals (first and last names) who have completed background screening consistent with USC's requirements, and been confirmed eligible to work in your Covered Activity. This must be received within 7 days of the start date to be approved.

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

Background Screening Information

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

Vendor (company or organization) conducting fingerprint-based background checks)

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



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

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