



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) at USC 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 (Cal. Bus. & Prof. Code § 18975)**
- **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 return this form via email to minors@usc.edu, 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 with minors in a 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 information about your entity and the covered activity/program in which individuals will be working.

Your entity/organization name

Covered activity/ program name

Name of contact person at your entity/organization

Title

Phone number

Email

USC Sponsoring Unit (university school/unit)

USC Sponsoring Unit contact (name, email address, phone)

Background Screening Information

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

Does your organization conduct Live Scan fingerprint-based background checks of those working directly with minors?

Frequency at which Live Scans are conducted, and/or do you receive subsequent arrest notifications from the California DOJ?



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 named camp, program, activity or event involving minors have successfully cleared background screening that meets the minimum criteria listed above and outlined in [USC's Protecting Minors policy](#). Further, should we learn through a DOJ subsequent arrest notification that one of our individuals is no longer suited to work with minors, we will immediately contact USC's Office of Youth Protection and Programming.

Signature

Date