# Job Corps Scholars Applicant Background Check Program Process

The process for submitting an applicant's criminal history check is as follows:

1. Have the Participant complete and sign the Student Authorization Release Form.

2. Add Participant information into the preformatted password-protected Excel File. **When you attempt to open the workbook, you should see the following screen.**

3. Enter the password provided by the **OJC National Office.**
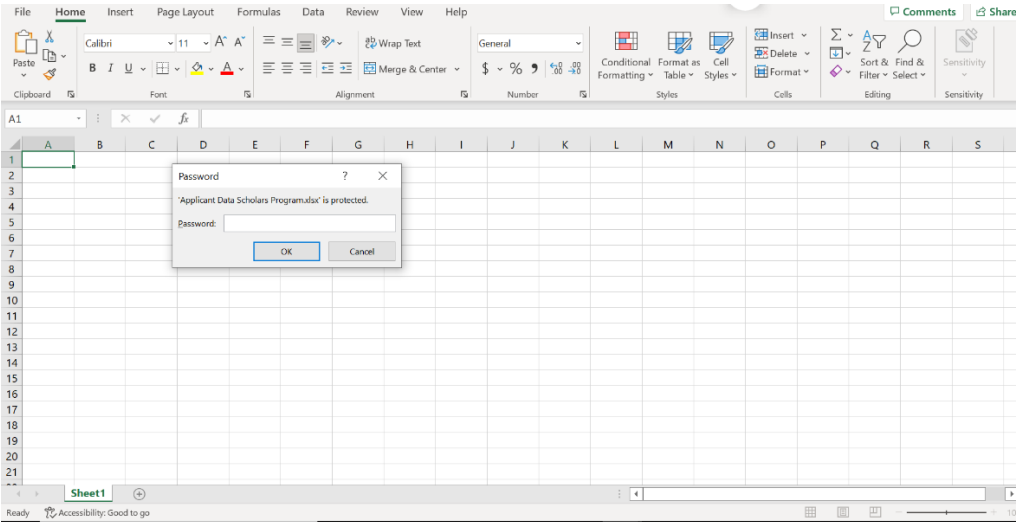
4. Upon entering the password, you should have access to the document and see the following screen:
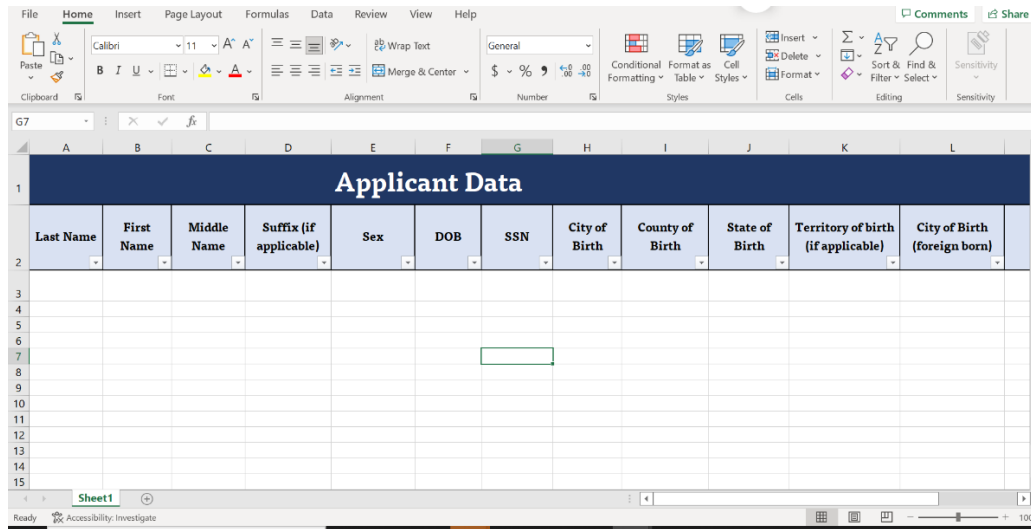
5. After you are finished editing the document, click **SAVE and EXIT.** There is no need to re-encrypt the document. **Remember: All listed fields are required for a valid submission.**

6. Email the password protected excel file, along with the student authorization release form, to:
   a.
   b. Hall.Daunta@dol.gov
   c. OJC-PSS@Dol.gov
   The subject line of the email should state "**Background Check Request-Organization Name-Date.**"

7. If the submission is invalid, the National Office will communicate any deficiencies and provide the next steps (steps 2-6 may need to be repeated). If the submission is valid, **move to step 8.**

8. Wait for the results.

9. Receive the results. Result will either be one of the following:
   a. eligible
   b. eligible-released from court involvement
   c. ineligible-disqualifying conviction

      d. ineligible-court involvement

10.   Add results to participant case file.

Important Tips!

1. Do **not** share the password for the excel spreadsheet with anyone that is not an **authorized user**.
2. Each organization is only permitted **4 authorized users**.
3. Updates or changes to your organization's authorized users list must be requested by emailing the OJC-PSS@dol.gov inbox, and CC Daunta Hall at Hall.Daunta.R@dol.gov; and Angela Dayton at Dayton.angela@dol.gov.
4. If an applicant would like additional information about their background check following denial into the program, users should refer them to the OJC National Office at **OJC-PSS@dol.gov** for additional assistance.
5. When possible, submit multiple requests in one email.

Submissions will be processed every **Wednesday**. If you have any additional questions, please contact the OJC-PSS@dol.gov inbox.