Host Application Process and Criminal Background Checks

VERY IMPORTANT - PLEASE READ IN ENTIRETY

Step 1. Volunteer Application. All hosts must fill out and submit to Washington State Parks a volunteer application. This application provides the volunteer program and park staff with the necessary information about you, your skills, park choices, and dates you are available to volunteer. You may download the Volunteer Application for Individuals or contact the Volunteer Programs Office to obtain an application packet.

Federal Background Check
Volunteers are required to pass a federal background check in accordance with RCW 79A.05. The reason is that, as a volunteer, you will be acting as an agent of State Parks. Host positions often have access to money, as well as access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults.

Step 2. Obtain Fingerprints. Contact your local city police, county sheriff, or state police office to have your fingerprints taken. They will take your prints with either ink or an electronic method known as LiveScan. They will give your fingerprint cards back to you. You are responsible for the cost, which generally ranges from $10 - $25. The Washington State Parks headquarters in Olympia can also take your fingerprints at no charge.

Step 3. **Return your fingerprint cards** along with your **completed application** to Washington State Parks, Volunteer Programs, PO Box 42650, Olympia, WA 98504-2650. Please do not bend the fingerprint cards.

What happens next?

Upon receiving your completed application and fingerprint cards, we will run your background check through the Washington State Patrol and the Federal Bureau of Investigation. Confidential responses will be returned to the volunteer coordinator for the processing of your application. Cleared applications will be mailed out to the region and parks of your choice. If your application is cleared for volunteering, you **will not be** notified. If your application is not cleared for volunteering, you **will be** notified by mail.

When parks receive your approved application, they will contact you to discuss volunteer location and dates, duties and responsibilities, and work schedule. Parks begin contacting hosts in the fall for the following season, but some parks wait to make contact until late winter or early spring. Remember, you are always welcome to make contact with the parks, region office or the Volunteer Programs staff to inquire about your host status/opportunity.

Know before you go – Federal Form I-9 and proof of U.S. Residency

In 2008, the Department of Homeland Security began requiring all volunteers who receive a benefit for volunteering (such as free camping) to complete Form I-9 (Employment Eligibility Verification). This form will be available at all parks and given to volunteers at the start of

service. Volunteers will be asked to show documents that establish both identity and employment eligibility. Please note documents needed for proof of citizenship on page 5 of Form I-9 [Link to file federal form i9.pdf] or visit the Website at www.uscis.gov/files/form/i-9.pdf.

Note: A driver's license alone does not satisfy the requirement. If you are using a driver's license or state I.D. as proof, you must also show a second form of identification such as a Social Security card or birth certificate. For your identification safety, we recommend not carrying your Social Security card with you and to show a birth certificate instead.