



SHIBA Steps for CBC and Fingerprinting

If you need CBC packets please email [Dawn](#).

When volunteers have completed the training modules, have demonstrated that they are a good fit as a SHIBA volunteer and are ready for fingerprinting:

- Give the volunteer the CBC Request Form with the small brown envelope.
- Volunteer will fill out the form, place it in the brown envelope, seal it, initial the back, place their name on the front, and return it to the coordinator.
- The coordinator will send the sealed brown envelope in the manila envelope (with the liability form as applicable); using the addressed manila envelope provided in the CBC kit to the state SHIBA office, Attn: Dawn Shaw, PO Box 14480, Salem, OR 97309, who will then take it to Employee Services here at DCBS.
- Employee Services will send the volunteer an email with the information about the fingerprinting process.
- **The volunteer must follow the instructions in the email.** There will be information about the nearest locations to have the fingerprints done. Once a location is selected by the volunteer, the volunteer will contact the vendor for an appointment. There is no need for vouchers. The email will include a code that the volunteer will give to the vendor when scheduling the appointment.
- Charges for fingerprinting are paid by the state SHIBA program however if the volunteer misses their appointment, **the volunteer** will have to pay for the rescheduled appointment, which is \$12.50.
- Employee Services will notify us and we will contact the coordinator to let them know the outcome.

If you need background check kits please email Dawn.Shaw@oregon.gov with a request. **PLEASE** do not separate out the kits. **PLEASE** do not send in CBC kits in until **AFTER** online training is complete. They will not be processed until after online training is complete.



Process for Rejected Fingerprints

State SHIBA and DCBS Human Resources have come to a resolution on the issue regarding fingerprint rejections for our SHIBA volunteers.

It has been agreed that if the fingerprints are rejected twice, we will do a case-by-case review to make a fitness determination. Some or all of the information below will be part of the review process:

- Review volunteer application and criminal background check request form for consistency (job history, where the volunteer has lived, etc., and that this information corresponds to the criminal background check request form);
- Review the LEDS check;
- If the volunteers finger prints are rejected twice and they are also performing volunteer work for a SHIBA Sponsor that process criminal background checks through the DHS Criminal Records Unit, the volunteer can submit a copy of the DHS fitness determination letter, request that the Sponsor submit their copy of the DHS fitness determination letter, or if neither still has the letter, the volunteer can request a copy of their letter directly from DHS;
- If there is a criminal record in Oregon, we will contact the SHIBA Administrator to discuss any nexus to the volunteer position and;
- If the Volunteer has lived outside of Oregon for 60 or more consecutive days during the last three years, we will perform an on-line public records search of criminal records. If that particular county does not have on-line public records search, we will contact via phone or mail, the appropriate county(s) to do a public records search of criminal records.