BVSD Volunteer Paper Application Instructions

If your volunteer service involves indirectly supervised contact with students on or off campus. There are two types of background checks, fingerprinting and TC LogIQ.

There is a significant difference in application processing time depending on how you choose to do your fingerprinting:

Option 1: Digital fingerprint application with CBI: 72 hours-2 weeks. (Recommended)
Option 2: Paper and ink fingerprint applications with CBI: range between 6 weeks-2 months.

If you choose to do fingerprinting choose one of these options and follow these instructions:

For **online applications**: you can fill out an application online
For **paper applications**: you can print the volunteer packet or you can ask the school for a printed copy

1. **Online applications** with paper and ink fingerprints done at a police station near your place of residence
   a. Fingerprint card: Follow the sample card in your packet. (Costs varies $10-$20)
   b. Drop off completed fingerprint card at school (or at Ed Center) along with:
      i. $40 payment (Check)
      ii. *BVSD Volunteer Application* (all new and returning volunteers must fill this out on an annual basis, free of charge).
      iii. *CBI Background Check Application* (this is a one-time application, the cost is $40, once that is approved it is valid for the remainder of the volunteer's time at BVSD).

2. **Paper applications** with paper and ink fingerprints done at a police station near your place of residence
   a. Fingerprint card: Follow the sample card in your packet. (Costs varies $10-$20)
   b. Drop off completed fingerprint card at school (or at Ed Center) along with:
      i. $40 payment (Check)
      ii. *Volunteer Application* (School copy)
      iii. *CBI Information Sheet*
      iv. *CBI Privacy Act Notification*

3. **Paper applications** with digital fingerprints done at BVSD
   a. Call *(720) 561-6224* to make an appointment (No cost for fingerprinting)
   b. You will need to bring:
      i. $40 payment (Cash, Check or Credit Card, except American Express)
      ii. *Volunteer Application* (School copy)
      iii. *CBI Information Sheet*
      iv. *CBI Privacy Act Notification*