



THE  
MARYLAND  
MENTORING  
PARTNERSHIP

## **NETCheck**

### **The Discounted Background Checks Program Agreement Form**

In 2006, the Maryland General Assembly passed SB152 – a bill that exempts volunteers who work with children through programs registered with The Maryland Mentoring Partnership (MMP) from paying the administrative costs and fees for access to Maryland’s criminal history records.

This program is the culmination of over three years of advocacy work, which was undertaken because the current criminal background check process is cumbersome, expensive, and often inaccessible.

Through this program, local mentoring organizations in Maryland can access FBI and state fingerprint-based background checks on mentoring volunteers through MMP for \$15.25\* as opposed to the normal rate of up to \$56.00 per volunteer. The program **NETCheck**, the MMP Discounted Background Check Program, is now being made available to Maryland’s entire youth mentoring community.

\* This fee is set by CJIS and is subject to change

Mentoring\*\* is defined as:

- Either 1 Adult to 1 youth or 1 Adult to no more than five youth
- Long-Term (at least 9 consecutive months)
- Frequent Contact (at least four hours per month)
- Location can be site-based or community-based

\*\* See NETCheck manual for further explanation

Maryland Mentoring Partnership serves as the authorizing organization for this program. In order for mentoring programs to take advantage of the **NETCheck** discounted rate the following requirements must be met:

- Apply for a free authorization number through Maryland’s Criminal Justice Information System (CJIS) and provide MMP with the number
- Have attended program development training or equivalent and/or
- Have a Coordinator who has graduated from MMP’s Program Coordinator Certification or has at least two consecutive years of coordinating a mentoring program
- Existing programs must be actively recruiting mentors

- New or developing programs must submit a written plan for program implementation and recruiting
- Complete MMP's Program Information Form and email to: [info@marylandmentors.org](mailto:info@marylandmentors.org)
- Sign this Agreement Form and mail to MMP:  
The Maryland Mentoring Partnership  
517 N. Charles St. Suite 200  
Baltimore, Maryland 21201  
Attn: NETCheck

After acceptance in **NETCheck** programs are required to:

- Complete quarterly online **NETCheck** report on the outcome/status of individual volunteers for who a background check was completed. Report must be completed prior to receiving **NETCheck** Discount Cards for next quarter and can be accessed at <http://marylandmentors.org/netcheckform.html>.
- Provide periodic evaluations of **NETCheck**, MMP's Discounted Background Checks program
- Agree to periodic preplanned MMP site visits

Upon acceptance in **NETCheck**, the Coordinator will receive a MMP Program ID number to be used in the online quarterly report and an agreed upon number of dated **NETCheck** Discount Cards stamped and signed by MMP. (The cards are not valid without the MMP stamp and authorizing signature) The cards will be valid for three months. After you complete the required fields on the discount card your volunteers can take the card to the local CJIS office to get the fingerprinting done. Each individual volunteer must present their own **NETCheck** Discount Card to CJIS to receive the \$15.25 rate. The cost for CJIS to do the FBI and State fingerprinting is \$20 per volunteer. If another fingerprinting facility is selected to do the prints, the Mentor or Program must pay any associated fees.

CJIS facilities are located in Bel Air, Frederick, Waldorf, Baltimore City, and Salisbury. Please call (888) 795-0011 for more information about locations and hours.

You must always keep the fitness determination and any criminal records in a private and secure location. All of the information garnered through the criminal background check must be kept absolutely confidential. Only staff members directly involved in the volunteer screening process should have access to this information. It is solely for your program's use. *You may never, for any reason; share the information with anyone else outside of your program's authorized staff.* If you violate this confidentiality, you could be liable for defamation of character or even prosecuted for violating the privacy of sensitive criminal history information.



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#### **Certifying Statements**

Maryland Criminal Justice Information System (CJIS) authorization number is: \_\_\_\_\_

I certify that my mentoring organization ultimately bears full responsibility for the screening of mentors and the placement of mentors in the most suitable roles. The Maryland Mentoring Partnership is not in any way liable for any screening decisions that anyone in my organization makes about a volunteer's status based on information obtained in the background check program.

By applying to participate in **NETCheck**, the MMP Discounted Background Checks program, I certify that I, and my mentoring organization, understand and accept the terms of participation outlined by The Maryland Mentoring Partnership, including all disclaimers of liability on the part of The Maryland Mentoring Partnership.

Program Name \_\_\_\_\_

Name/Title \_\_\_\_\_  
Please Print Clearly

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_  
Please Print Clearly

Signature \_\_\_\_\_ Date \_\_\_\_\_

Discount Card# Request \_\_\_\_\_