SecureVolunteer Communications and Procedures
Effective January 1, 2017

We have partnered with Secure Volunteer to manage background checks for our volunteer population. This partnership enhances safety and minimizes risks to our students, faculty, and staff. The cost per background check is $14.95.

Secure Volunteer is an easy to use online system for volunteers to use to request their background check. The Secure Volunteer site is secure and powered by Background Investigation Bureau (BIB), a nationally recognized screening firm founded in 1995. BIB takes personal data security and privacy very seriously and has instituted safeguards to protect personal data and credit card information. Secure Volunteer is paperless and eliminates the need for paper applications.

Secure Volunteer provides a professional grade background check, which includes:
1. An address history trace,
2. County level searches in every county of current or past residence,
3. A national criminal record locator search as a supplement to expand the scope of the search with any records found verified at the court of record and
4. A real-time search of all available sex offender registries.

To get started,
1. Click on (or go to) https://bib.com/securevolunteer/limestone-county-schools/background-check
2. Click on, "I Want to Volunteer!" icon to complete the application.
3. Follow steps to submit a volunteer background check.
4. Background checks requires the following personal information, including but not limited to:
   - Legal Name,
   - Address,
   - Date of Birth,
   - Social Security Number, and
   - Driver's License Number.
5. It takes only fives minutes to complete.

Once the volunteer background check is complete,
1. Secure Volunteer will review and notify the volunteer by email when they have been approved.
2. Volunteers will also receive a Secure Volunteer ID card that verifies their background screen has been completed. This ID card is good for **one** year.
3. Volunteers are not allowed to use expired cards. Prior to the card expiring, volunteers will receive notification.
4. Volunteers should bring their cards with them to all volunteer events and must be used in conjunction with a government issued photo ID.
5. A special QR code and ID number are located on the back of each card to allow for verification of approval.
6. If a card is lost or stolen, volunteers should go back to the website to order a replacement card. Replacement cards are $5.
7. After background checks are complete and approved, volunteers must be board approved.
8. A board approval request form must be submitted for board approval.