

D.I.M.E. Background Checks and Fingerprints

One of the first things that needs to be completed are background checks and fingerprints for any Daughters that will be working on your committee. Per the Imperial Commandress's Proclamation, no Court is permitted to begin working with youth until that documentation is on file with Imperial Headquarters. At this time, the cost is the responsibility of each Daughter to pay for their own background check and fingerprints. It is recommended that you obtain the background check from one of the following: SentryLink, FBI agency, Police or Sheriff's department, etc. You may also check with your local Department of Motor Vehicles, many of these agencies are now offering both background checks and fingerprinting services. There are also online service providers as well.

Questions Regarding Background Checks and Fingerprints

1. Are there any exceptions regarding Daughters obtaining background checks in the DIME Program?

No, there are NO exceptions. All Daughters working with Youth in any form must have background checks and fingerprints on file with Imperial HQ.

2. Should it be a FBI/ national federal background check?

Yes, it must be a FBI/national background check.

3. Where do I obtain the required forms to complete my documentation?

The preferred vendor for background checks is Sentry Link. Their website is www.sentrylink.com. (Note: this information is being provided as assistance and not to be misconstrued as an indorsement of the company).

4. How often should the background check be updated?

Yearly. Any updates are at the discretion of the Imperial Court.

5. I completed a background check last year, do I have to complete another one?

Yes, if the date of your previously submitted background check has expired or nearing expiration, you would need to complete a new one.

Instructions for Using Sentry Link to Complete FBI/National Background Checks

This process takes about 5 minutes and you can view your results immediately, print and save it for your records and email it to the Imperial Recordress if you chose. She will respond with an email attachment with a letter confirming receipt and acceptance or denial. If mailed in, she will send your letter directly to you. Be sure to print a copy of the letter and give it to your Court Directress.

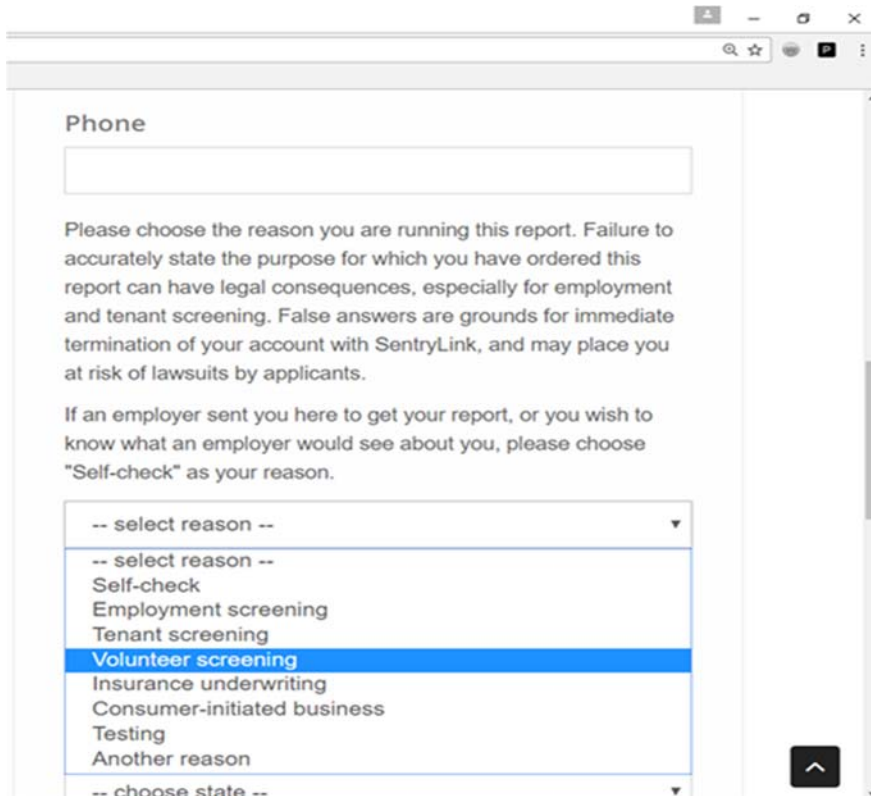
- **If you chose to email your background check, be sure to include your name and Court number. Fingerprint card must be mailed to the address below.**
- **If you chose to mail your background check, include fingerprint card, your name and Court number and your return address.**
- **If a Court is mailing in documentation all at once, please use the Background check coversheet attached and mail all documents to the address below. Keep a copy of the background checklist for your records and a copy of the letter from the Imperial Recordress; this for audit purposes.**

D.I.M.E. Background Checks and Fingerprints cont.

Legal Requirements: The policy of the A.E.A.O.N.M.S, Inc. requires mentors, volunteers, chaperones, or any Daughter working youth to have background check and fingerprints, NO EXCEPTIONS!

The preferred company for background checks is www.SentryLink.com

1. Register as a new user
2. Enter your personal and credit card information
3. Select “volunteer screening” from the drop-down menu as reason for running report



The screenshot shows a web browser window displaying a registration form. At the top, there is a 'Phone' label and an empty text input field. Below this, a paragraph of text reads: 'Please choose the reason you are running this report. Failure to accurately state the purpose for which you have ordered this report can have legal consequences, especially for employment and tenant screening. False answers are grounds for immediate termination of your account with SentryLink, and may place you at risk of lawsuits by applicants.' A second paragraph follows: 'If an employer sent you here to get your report, or you wish to know what an employer would see about you, please choose "Self-check" as your reason.' Below the text is a dropdown menu with the placeholder text '-- select reason --'. The menu is open, showing several options: '-- select reason --', 'Self-check', 'Employment screening', 'Tenant screening', 'Volunteer screening' (which is highlighted in blue), 'Insurance underwriting', 'Consumer-initiated business', 'Testing', and 'Another reason'. At the bottom of the dropdown is another placeholder text '-- choose state --'. A small black button with a white upward-pointing arrow is located to the right of the dropdown menu.

4. Submit by clicking “Order my report - \$19.99” button
5. Print a copy for your records and email a copy to Dt. Joyce Fountaine, Imperial Recordress, at: joycesil0313@aol.com
6. Where should Courts mail the required documentation? **Per the Imperial Commandress’s Proclamation, please forward all required documentation (FBI/ national background check/ fingerprints) to the address listed below:**

D.I.M.E. Background Information
Dt. Joyce A. Fountaine (42)
Imperial Recordress
2219 Watts Court
Richmond, VA 23223-1933

