

Cooperative Extension Volunteer Background Check

Dear Cooperative Extension Volunteer,

In accordance with UW Regent Policy #20-19 and UW Extension Criminal Background Check policy, we are required to conduct a national criminal background check for employees and volunteers holding a “position of trust with access to vulnerable populations”. Employees and volunteers holding a position of trust with access to vulnerable populations shall be subject to a criminal background check every four years during employment or volunteer service and shall be required to self-disclose certain criminal offenses. Your current volunteer position is identified as a position of trust with access to vulnerable populations.

Shortly, you will receive an email from GIS (General Information Services, Inc.) to request information from you to conduct a background check. GIS is the vendor we have chosen to conduct the criminal background checks for UW Colleges and UW-Extension, and they have been working with us since December 2013. They also conduct background checks for the other UW System institutions as well as a number of Big 10 Universities. The background checks are done on a national and state level. You may visit the website for GIS www.geninfo.com for more information about this vendor.

The subject line of the email should read “Action needed in connection with your volunteer service with University of Wisconsin-Extension.” Please check your junk email folder periodically. You will be asked to give your consent and the following information:

- Your date of birth
- Your current and previous addresses, including zip codes, for the last 7 years
- Your Social Security Number

Please be assured that the GIS website is a secure, encrypted site.

You will be required to set up an account where the user name is your email address where you received this notification, and the password must be at least 8 characters where one is non-numeric. In addition to the information listed above, you are asked for any other names you have used and your mother’s maiden name. You provide an electronic signature (with your mouse) and you can also request a copy of your report.

Please respond within 5 days to the request from GIS. Please note, a record of conviction and/or pending criminal charge does not automatically prohibit continued volunteer service. Such information is considered only if there is a substantial relationship between the circumstances of the conviction and/or pending charge and the position you are in. I have attached a screen by screen document which defines each step of the entry process.

We appreciate your assistance in ensuring our compliance with these policies. If you have any questions, please contact me at angela.schultz@uwex.uwc.edu.

Angela Schultz
UW Colleges & UW-Extension
Criminal Background Checks
Driver Authorizations
Office of Human Resources
Fax: 844-231-8886