

## HOMER PUBLIC LIBRARY: BACKGROUND CHECK PROCESS

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Thank you for volunteering with the Homer Public Library! The library couldn't run so many programs or provide so many services without the help of dedicated volunteers.

The background check is required only for volunteers who are interested in **directly working with youth under age 18**, and must be renewed every three years. If you don't participate in youth programs or activities, you don't need a background check. Background checks are not required for volunteers under the age of 18.

<b>If you already have a background check</b>	<b>If you don't have a background check</b>
<p>If you have a current background check from another entity, just send your clearance letter to <a href="mailto:dberry@ci.homer.ak.us">dberry@ci.homer.ak.us</a>. If you're uncertain whether your clearance is valid, contact the library director. Common examples include:</p> <ul style="list-style-type: none"><li>• Volunteer with the Kenai Peninsula Borough School District</li><li>• Military or government security clearance</li><li>• Community care license</li><li>• State Troopers clearance for another organization that works with youth</li></ul>	<p>The library accepts background checks provided by the Alaska State Troopers. There are two ways to do it: in person or through the mail.</p> <p><b>In person</b></p> <ol style="list-style-type: none"><li>1. Call the Anchor Point post of the Alaska State Troopers at <b>907-235-8239</b> to make sure someone is available to process background checks.</li><li>2. Visit the post in person M-F 8:30-4:00. You will need to present two forms of ID, one of which must be government-issued. This is a <b>name-based</b> background check; fingerprints are not required.</li><li>3. Pay the \$20 processing fee by cash, check or money order. The library will reimburse you once the results arrive.</li></ol>

4. Deliver a copy of your results to Dave Berry at the library or send a copy to [dberry@ci.homer.ak.us](mailto:dberry@ci.homer.ak.us).

**By mail**

1. Get a “**Criminal Justice Information from Record Subject**” application from staff or from the State Troopers website.
2. Check box 3 on the application form.
3. Fill in your personal information.
4. Have the report sent to your own address.
5. Include a check for \$20. The library will reimburse you when the report arrives.
6. Mail the original form and the check to:  
**Criminal Records and Identification Bureau, 5700 E. Tudor Road, Anchorage, AK 99507.**
7. Deliver a copy of your results to Dave Berry at the library or send a copy to [dberry@ci.homer.ak.us](mailto:dberry@ci.homer.ak.us).

For more information about the background check process, see the website of the Alaska State Troopers at <https://dps.alaska.gov/Statewide/R-I/Background/Home>. The same website provides copies of the application form, under the title “Criminal Justice Information from Record Subject.”