Dear \_\_\_\_\_\_

The [*insert program name*] program is required to comply with the U.S. Department of Justice’s Suitability to Interact with Minors requirements. See [U.S. Department of Justice](https://www.ojp.gov/funding/explore/interact-minors). This means that all employees and volunteers who frequently interact with minors in connection with their [*program name*] activities must undergo a background check and suitability determination prior to interacting with minors. To comply with this federal requirement, the University of Iowa has enacted the attached policy and procedures.

This email serves to provide you notice that as a volunteer/employee with the [*program name*] program, the University must complete the following searches in order for you to interact with minors through RVAP:

* A name search of the public state sex offender and the public state child abuse websites/registries for each state where you have lived/worked/attended school any time in the past five years;
* A name search of the Dru Sjodin National Sex Offender Public Website ([www.nsopw.gov](http://www.nsopw.gov/)); and
* A fingerprint search with an FBI national criminal history search.

**Please respond to this email with all states where you have lived, worked, or attended school in the past five years so that the University Human Resources may conduct the necessary searches of the public sex offender and public child abuse websites/registries.**

You will also receive two additional emails regarding necessary steps you must take to complete these searches.

1. You will receive an email from \_\_\_\_\_that outlines the steps you must take to complete the fingerprint search through FieldPrint. Please respond to that email within \_\_\_\_ days.
2. You will receive an email from \_\_\_\_\_\_\_regarding the use of HireRight to search the Dru Sjodin National Sex Offender Public Website and the state sex offender registries for all states where you have lived in the past five years. Please respond to that email within \_\_\_\_ days.

Failure to provide this information in a timely manner will delay your ability to engage in work with minors through RVAP and may result in a finding of unsuitability under the U.S. Department of Justice’s requirements.