

**Instructions on How to Complete the
Background Clearance Form
(M-DCPS School Volunteer Program Registration Form)**

1. Please read the instructions carefully. Careless mistakes on your part when filling out this form could delay your clearance by weeks or months.
2. Please **PRINT** your name as clearly as possible.
3. Make sure you print your name exactly as it appears on your legal documents, such as your social security card (if a person's name is Susana M. Suarez on legal documents and she puts Suzy Suarez, the background check will not clear).
4. Date of Birth: Must be accurate.
5. Social Security Number: Must be accurate. If no social security number, the background check will come back with a "?" and will have to be treated on case by case basis.
6. Address: Must be the address that appears on your driver's license or legal documents. Don't forget to include apartment number. The background check will be turned back for something that slight.
7. Answer every question honestly.
8. Carefully review questions A and B. If you have ever been arrested, even as a minor (under the age of 18) you must answer **YES**.
9. Be sure to completely fill out both the front and back of the background check form.
10. To answer the question regarding "Volunteer Placement Categories," ask the school personnel in the office for the appropriate response.