

**Background Check Procedures**

**Workflow for Handling Background check requests - Administration**

1. Individual requiring a background check completes a Change of Officer form, even if requesting an “At Large” designation, and provides to his/her local or regional Officer (Minister of Youth, Marshal, and Seneschal).
2. Change of officer form is sent by the local or Regional Officer to the appropriate Kingdom officer (Kingdom MOY, Kingdom Youth Combat, and Kingdom Youth Rapier).
3. Kingdom Officer contacts Background Check Deputy (BGC Deputy)/and Deputy to BGC Deputy approving the requester from their office.
4. BGC Deputy or Deputy to BGC Deputy contacts the requester for the following information
  - a. Required Information:
    - SCA Name:
    - Modern Name:
    - Mailing Address:
    - Email Address:
    - Membership Number:
    - Membership Expiration Date:
    - Reason for Request: Youth Officer of (group name), Youth Officer at large, Youth Combat Marshal, Youth Rapier Marshal
5. Requestor emails back the BGC Deputy and Deputy to BGC Deputy with the requested information
6. BGC Deputy or Deputy to BGC Deputy sends a requested BGC approval list to Kingdom Seneschal which will include all information gathered above.
7. Kingdom Seneschal sends email to Corporate, with a cc to the BGC Deputy and Deputy to BGC Deputy, indicating that the person/s is/are approved for a background check. This email should include the information provided by the requestor.
8. When BGC Deputy and Deputy to BGC Deputy receive the email, one of them will email the Background Check Authorization Form and instructions of how to submit the forms to Corporate.
9. Corporate, who has already received the Kingdom Seneschal approval, will receive the Authorization Form from the individual requestor and process the Background check.
10. Corporate sends Kingdom Seneschal a list each month of the current BGC approvals which have completed the process.
11. Kingdom Seneschal sends the BGC approvals to the BGC Deputy and Deputy to BGC Deputy via email.

12. BGC Deputy or Deputy to BGC Deputy sends out the Midrealm approvals to Kingdom MOY, Kingdom Youth Rapier Marshal and Kingdom Youth Combat Marshal, as appropriate.
13. BGC Deputy or Deputy to BGC Deputy contacts individuals to notify them of Corporate approval.
14. BGC Deputy and Deputy to BGC Deputy should keep the BGC document up to date on Google Docs and shared with Kingdom MOY, Kingdom Youth Rapier Marshal and Kingdom Youth Combat Marshal.