



Don Hoch  
Director

STATE OF WASHINGTON

## WASHINGTON STATE PARKS AND RECREATION COMMISSION

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TDD Telecommunications Device for the Deaf: 800-833-6388

[www.parks.wa.gov](http://www.parks.wa.gov)

### **Host Application Process and Criminal Background Checks** **\*\*\*VERY IMPORTANT - PLEASE READ IN ENTIRETY\*\*\***

Dear Interested Volunteer:

Thank you for your interest in volunteering for Washington State Parks and Recreation Commission. Our volunteer force helps us provide a high level of service to our visitors. As a host, you will represent state parks by greeting the public and helping set the tone for a pleasant stay.

#### **Federal Background Check**

Volunteers are required to pass a federal background check in accordance with RCW 79A.05. The reason is that, as a volunteer, you will be acting as an agent of State Parks. Host positions often have access to money, as well as access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults.

#### **Host Application Process**

**Volunteer Application.** All hosts must fill out and submit to Washington State Parks a volunteer application. This application provides the volunteer program and park staff with the necessary information about you, your skills, park choices, and dates you are available to volunteer. You may contact the Volunteer Programs Office to obtain an application packet if you have not already received one.

**Obtain Fingerprints.** Contact your local city police, county sheriff, or state police office to have your fingerprints taken. They will take your prints with either ink or an electronic method known as LiveScan. They will give your fingerprint cards back to you. You are responsible for the cost, which generally ranges from \$10 - \$25. The Washington State Parks headquarters in Olympia can also take your fingerprints at no charge **by appointment**. You can call Laney McIntyre at 360-902-8617 to schedule your appointment.

**Return your fingerprint cards, completed application and the Criminal Disclosure Forms** to Washington State Parks, Volunteer Programs, PO Box 42650, Olympia, WA 98504-2650. Please do not bend the fingerprint cards. Background checks can take two to eight weeks. Applications sent in without criminal disclosure forms and fingerprints will not be processed. If you have questions or would like a copy of your results contact our office.

### What happens next?

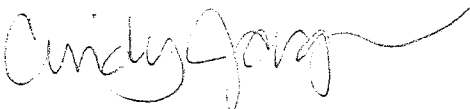
Upon receiving your completed application and fingerprint cards, we will run your background check through the Washington State Patrol and the Federal Bureau of Investigation. Confidential responses will be returned to the volunteer coordinator for the processing of your application. Cleared applications will be available to the region and parks of your choice. If your application is cleared for volunteering, you **will be** notified by email. If your application is not cleared for volunteering, you **will be** notified by mail.

When parks receive your approved application, they will contact you to discuss volunteer location and dates, duties and responsibilities, and work schedule. Parks begin contacting hosts in the fall for the following season, but some parks wait to make contact until late winter or early spring. Remember, you are encouraged to make contact with the parks or the Volunteer Programs staff to inquire about your host status/opportunity.

### Know before you go – Federal Form I-9 and proof of U.S. Residency

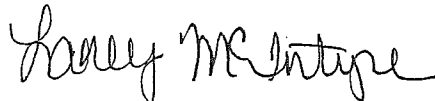
In 2008, the Department of Homeland Security began requiring all volunteers who receive a benefit for volunteering (such as free camping) to complete Form I-9 (Employment Eligibility Verification). This form will be available at all parks and given to volunteers at the start of service. Volunteers will be asked to show documents that establish both identity and employment eligibility. Note: A driver's license alone does not satisfy the requirement. If you are using a driver's license or state I.D. as proof, you must also show a second form of identification such as a Social Security card or birth certificate. For your identification safety, we recommend not carrying your Social Security card with you and to show a birth certificate instead.

Sincerely,



Cindy Jorgensen  
Volunteer Program Manager  
(360) 902-8612

Sincerely,



Laney McIntyre  
Volunteer Services Specialist  
(360) 902-8617