Canadian Background Check Procedures
January 2016

1. Kingdom Seneschal submits authorization for Canadian background check to Corporate Office. Required information is:

   a. Full Legal Name of volunteer to be checked
   b. Membership Number (must be current member)
   c. Membership expiration date
   d. Email address of volunteer
   e. Note whether person is Volunteer (Agent) or YAFA Mentor
   f. Kingdom of residence

2. Corporate Office notifies SterlingBackcheck to email the volunteer to begin the background check process.

3. SterlingBackcheck will then send an email invitation and link to the volunteer.

4. Member will log in to SterlingBackcheck to begin the background check process.

5. SterlingBackcheck will notify Corporate Office of the results:
   a. Clear Status – Member has passed the background check & may proceed as an Officer or Agent (Youth Officer, Youth Marshal or YAFA Mentor). The Corporate Office will mail a letter of confirmation to the cleared member, and add the information to the database & Kingdom Seneschals’ Background Check spreadsheet.

   b. Deferred Status – Member must follow up with the local Police Department for more information. The Corporate Office will provide this member a specific form letter that must be taken to the police department, and then returned to the Corporate Office for determination of clearance status.

Until “deferred status” is cleared, the member may not act as an Officer or Agent (Youth Officer, Youth Marshal or YAFA Mentor).