



## FBI RAP Sheet/"Not Cleared" Guidance

### What Is a RAP Sheet?

- "RAP" stands for Record of Arrests and Prosecutions. A "rap sheet" is a record of an individual's criminal history i.e. any contact he or she may have had with the criminal justice system. If you have ever been arrested, even if the case was dismissed or you were found not guilty, you will still have a rap sheet.

- State rap sheets are maintained by the state's criminal record repository. A FBI rap sheet contains criminal history from each state, as well as the federal government. The Criminal Justice Information Services (CJIS) division of the FBI maintains FBI rap sheets.

1. Each program submits an application to have the FBI checks completed for each member.
2. The results for a member is returned with findings. The program receives documentation from the Ohio Attorney General's office that says, for example, "may not fit or meet program requirements" or "results found for name below."
3. The Program Director will need to review the results with the member and complete the member dialogue section below, which includes all required signatures listed.

### *Member Dialogue - REQUIRED*

I, \_\_\_\_\_ (printed member name), have reviewed my FBI criminal history check. To my knowledge, I am within the Corporation for National and Community Service guidelines and are not deemed ineligible to serve because: a) I am not listed or required to be listed as a sex offender; or/and b) have not been found guilty of murder.

I am also within the guidelines of my host site and should have no grounds to be deemed ineligible to serve.

Notes:

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### *Required Signatures:*

AmeriCorps Member: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Organization or Host Site Leadership \_\_\_\_\_ Date: \_\_\_\_\_

4. A copy of the RAP sheet is **requested by the member** that is associated with the FBI results. Only the member can request the results.
  - a. Request for release of FBI RAP Sheet can be found here:  
[https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Background-Check-Forms/2011-2-22\\_RequestReleaseFBIrapsheet\\_BCI-pdf.aspx](https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Background-Check-Forms/2011-2-22_RequestReleaseFBIrapsheet_BCI-pdf.aspx)  
*\*This form can only be used if you have received the FBI May Not Meet Letter*
  - b. The results must be mailed to the member and cannot be opened before submitting to the program coordinator or director.
5. Please email your Program Officer if this situation arises and verify that all the above steps have been completed.
6. The program puts the results documentation, this guidance with the member dialogue section **completed**, and the RAP Sheet request in the member's file.
7. Once received, the program director reviews, signs and dates the RAP sheet and places it within the member's file. If further action is necessary, please contact your ServeOhio program officer.
8. If after 7-10 business days the individual has not received the results, the individual (*not the program*) will need to contact the BCI&I office at 740-845-2000 Option 1, then Option 0 to ensure the RAP request was received and/or confirm the individual mailing address. The member may need to resubmit the RAP request at that time.
9. Please keep in mind that when they ask for the reprint reason, it must be that the results were never received. All other reasons will result in the request being denied.
10. If the program has not received the RAP sheet within thirty days of the request, **PLEASE CONTACT YOUR PROGRAM OFFICER.**

Ohio Attorney General Contact information:

Civilian Identification Office

P.O. Box 365

London, OH 43140

Office: 877-224-0043

Fax: 740-845-2633

[www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov)

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck>

Thank you in advance for your cooperation.

# National Service Criminal History Check “Not Cleared” Challenge Process

As the sub-grantee you make the decision to select individuals for work or service on the grant. Here is a brief summary of the steps you need to take as a selecting organization when an individual receives a “Not cleared” recommendation and challenges those results:

1. You must provide at least 45 calendar days for an individual to challenge the factual accuracy of the results. Candidates who wish to challenge a “not cleared” should obtain a copy of their FBI check by following the [directions on the FBI website](#).
2. If they decline to challenge the results, you may proceed with making your selection on the basis of the Not Cleared result and the results of your other screening mechanisms. You should not select someone who has received a Not Cleared recommendation for work or service unless they have satisfactorily challenged the results. If they do challenge the results, proceed to Step 3.
3. Work with applicants to discuss and document what may have caused them to receive a Not Cleared recommendation. The steps they will need to take will vary based on the specific reason they have obtained a Not Cleared recommendation, as described below. You may request any additional information necessary to verify their eligibility. In most cases, they will need to obtain a new FBI check. You may choose to pay for this additional check (though you are not required to), and they are allowable grant costs.
4. If you intend to select an individual that has gone through this process, maintain dated copies of the Not Cleared recommendation, the evidence you used in making your selection, and a contemporaneously dated memo to the file documenting your determination of the individual’s eligibility. You may choose to disqualify an individual for a conviction, even if the check result did not render them ineligible. However, the process by which you will determine the kinds of offenses that would render someone ineligible must be documented in your policies and procedures and followed consistently, in accordance with all relevant federal and state laws and regulations.
5. Whether an individual is fit to work or serve with a selecting organization is a matter of discretion for the selecting organization, even though an individual may otherwise be eligible. Selecting organizations have a right and a duty to exercise their discretion in a manner that promotes a safe and effective program, mindful of state and federal nondiscrimination laws.