

Process for Completing Your Acero Background Check

To ensure compliance with Acero's background check requirements, follow these steps:

Step 1: Access the Background Check Form

1. **Obtain the Form:** Access the background check form using the provided link.
 - Background Check Form Link:
<https://www.dropbox.com/s/489x70mgd9b4157/Exhibit%20B%20-%20Acero%20Schools%20Background%20Check%20v3.2022%20%282%29%20%281%29%20%282%29.pdf?dl=0>
2. **Download and Print:** Save the form to your device and print it out.
 - Please ensure the signature in the box on the second page is visible.

Step 2: Fill out the Form

Step 3: Visit an Accurate Biometrics Location

1. **Locate an Accurate Biometrics Location:** Identify the nearest Accurate Biometrics facility where you can submit your form.
 - Link to Accurate Biometrics locations:
<https://accuratebiometrics.com/results-by-zip>
2. **Submit the Form and Complete Fingerprinting:** Bring your completed form and required identification to the location.
 - Follow the instructions provided by the staff to complete the background check process, including fingerprinting.

Step 4: Obtain a Paper Receipt

1. **Confirmation of Submission:** The Accurate Biometrics staff will provide you with a paper receipt after completing your background check.

Step 5: Email the Receipt

1. **Scan or Photograph the Receipt:** Use a scanner or your smartphone to create a digital copy of the receipt.
2. **Send the Receipt:** Email the scanned or photographed receipt to volunteer@sitstayread.org.
 - Use the subject line: "Acero Background Check Receipt - [Your Full Name]" for clarity.
 - Attach the receipt to the email and ensure it's correctly uploaded.

Step 6: Confirmation of Record Update

1. **Record Verification:** Once your receipt is received, your records will be updated accordingly.
 - If further action or documentation is required, you will be contacted by volunteer@sitstayread.org.

Step 7: Check Your Email

1. Check your email for updates from your fingerprinting process. You'll receive an email if your background check is confirmed or denied.
 - a. When received, please update volunteer@sitstayread.org.
 - b. Do not send the attached document, as it will contain private information.

By following these steps, you will successfully complete your Acero background check and ensure your records are up-to-date. For questions or assistance, please email [**volunteer@sitstayread.org**](mailto:volunteer@sitstayread.org).