

APPLICATION TO SERVE AS A VOLUNTEER AND AUTHORIZATION  
TO CONDUCT A BACKGROUND CHECK

Privacy Act Statement

Authority: 42 USC Section 13041, 10 USC Section 3013, SECNAVINST  
1754.1A, OPNAVINST 1574.1A, BUPERSINST 1710.21,  
COMNAVBASEGTMOINST 5760.1E

Principal Purpose: To ensure volunteers who desire to work with children on-board US Naval  
Base, Guantanamo Bay, Cuba, and are not covered by other background  
check requirements are properly screened.

Routine Uses: To initiate background checks of potential volunteers.

Disclosure: Mandatory. Failure to disclose the requested information will preclude  
volunteering in any function which involves contact with, or access to,  
children.

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1. Please provide the following background information:

Name: \_\_\_\_\_

Former Name (if applicable, i.e. maiden name): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Quarters Address: \_\_\_\_\_

Quarters Phone: \_\_\_\_\_

Previous Duty Stations (past 2 years): \_\_\_\_\_

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2. Please answer the following questions:

a. Have you ever been arrested for, or charged with, a crime involving a child, sex act, substance, abuse, or a violent crime? Circle the correct answer:

YES

NO

b. If you answered “yes” on question 2(a), provide the date of the arrest or charge, an explanation of the allegations against, you , place of occurrence, information as to disposition, and the name and address of the police department or court involved (you may continue on a separate page, if necessary):

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3. Background checks will include installation records checks at all military installations you have lived at or near in the past two years. Any adverse information discovered may lead to refusal to authorize volunteering in a position involving contact with or access to children.

4. By signing below, you verify that the information you have provided is true and acknowledge that an installation records check and review of other information as appropriate will be conducted. You further authorize officials involved in the processing of this application to obtain any records about you necessary to process your application. If you have provided false information, you may be subject to adverse administrative action under governing regulations or criminal prosecution under the Uniform Code of Military Justice (for military members) or applicable federal law.

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Name	Date	Signature
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RECORD OF COMMAND ACTION ON APPLICATION TO SERVE AS A VOLUNTEER  
AND AUTHORIZATION TO CONDUCT BACKGROUND CHECK

Action	Date Application Received	Date Request Sent	Date Final Response	Findings *	Action Complete
Staff Judge Advocate					
Security					
Local FAP					
FAP Central Registry					
Mental Health Clinic					
Drug and Alcohol Counseling Center					

IRC Completed by: \_\_\_\_\_

Name

Signature

Date

Installation Commander's Action:

\_\_\_\_\_ DISAPPROVED

\_\_\_\_\_ APPROVED

W.A RECORD

By direction

Official Taking Final Action:

Name

Date

Rank

Title

Signature

\*If no information is found, enter "NIF." If information is discovered, enter "ID" and note the findings, source, etc. on a separate page.