

500 Gunnery Road

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Background Check Instructions

1. Obtain, complete and return the appropriate application. You can return your application in person, via fax, or email. Remitting a non-refundable payment of $15.00 is required for us to accept your application. This fee pays for your background check. This fee is payable by check, money order, or cash. Please make checks and money orders out to: Boys & Girls Club of the Rappahannock Region.
   1. If you want to be a mentor through one of our community partnerships or the Boys & Girls Club Programs, please fill out the **Mentor Application**
   2. If you are a board member, or want to become one, please fill out the **Board Member Application**
   3. If you have a school project, or court-mandated community service to complete, or just have a personal interest in volunteering with us, please fill out the **Volunteer Application**
2. Once you have turned in your application, and remitted the payment of $15.00, we will send you an invitation from our Background Check System, called Trusted Employees. We will send this to the email you provided on your application, so make sure it is legible. Accept the invitation and proceed with the on-screen prompts
3. Once your results come back to our office, we will contact you and notify you of your status.