

Topic: Modifying the AMIAS certification packet as found in the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc.

Background information: When the instructions for AMIAS certification were written in 2011, they were current as listed on the FBI's website. Numerous calls were done by the writers of the certification process to Sheriff's departments in counties where our A.I.S. offices are located to verify what was proposed was true for their county. Conversations with the FBI's office in W.Va. were also conducted for assistance with writing the procedure. Since the writing of the AMIAS Certification Process, the FBI has changed their website and instructions for obtaining a background check directly through them.

Existing motions that pertain to the topic: Motion number 2011-4: We move that the Application Packet for Al-Anon Members Involved in Alateen Service be approved and included in the Handbook of General and Committee Working Procedures.

What do we know about our membership's wants, needs, and preferences? Our members want instructions and process to be current.

What do we know about our Capacity? (Resources) The proposed change has little to no effect on the budget for AFG of Ohio, Inc.

What are the implications of our choices? (Pros and Cons) *Pros:* The proposed instructions change allows the process procedure to be current. *Cons:* No change to the instructions of the process procedure keeps the procedure out of date.

What we wish we knew, but don't?

How soon we will have to up-date this process again.

Presented by: Karen P. and Sandra F.

MOTION: We move to amend the Al-Anon Member Involved in Alateen Service (AMIAS) certification process packet's suggested instructions successfully completing a background checked as follows:

Sections of PROPOSED WORDING CHANGES TO AMIAS PACKET currently reads as follows:

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Where are the instructions for the FBI forms and instructions?5

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_____ **4. Complete the FBI Fingerprint Card information section and have your fingerprint impressions made.**

_____ **5. Complete the FBI's Identification Records Request - Applicant Request Information Form. Fill in all the requested information.**

On this form in the section titled MAIL RESULTS TO ADDRESS -- write the name of Area Alateen Process Person and their address in this space.

Check the appropriate payment method.

Check FIRST CLASS MAIL as the Return Mail option. (FORM FOUR)

_____ **6. Get a money order or cashiers check in the amount of \$18 payable to the Treasury of the United States. If paying by credit card, the credit card payment sheets must also be completed and submitted with your fingerprinting request (FORM FIVE). FBI forms can be found on the FBI's website www.fbi.gov.**

_____ **7. Send Fingerprint impressions (FORM THREE), Applicant Information form, and payment to:**

**FBI CJIS Division – Record
Request 1000 Custer Hollow Road
Clarksburg, WV 26306**

(It will take up to eight weeks to have results returned from the FBI.)

_____ **8. Send Agreement and Signature sheet along with the Al-Anon Member Involved in Alateen Service forms (FORM ONE and FORM TWO) to the Area Alateen Process Person (AAPP) when the fingerprint impressions and request have been sent to the FBI (FORM THREE and FORM FOUR). See the Area's Contact sheet for the address.**

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Where does an AMIAS have their record checked?

Fingerprinting impressions shall be processed by the FBI. (Instructions and forms are included in this packet in the following pages or can be found at www.fbi.gov .

Where are fingerprint impressions made?

Fingerprint impressions can be made at any county Sheriff's office in Ohio. The fee for this service varies from county to county. Call your local Sheriff's office for details and directions. Some local police departments provide this service. Contact your local police department and inquire about the service and any fee.

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What forms are included in the application process?

- Agreement and Signature sheet – FORM ONE
- AMIAS certification form – FORM TWO
- FBI fingerprint impression card – FORM THREE
- FBI Request for information form – FORM FOUR
- Credit card application form for the FBI – FORM FIVE

Where are the instructions for the FBI forms and instructions?

Forms are included in this packet or maybe found on the FBI's website at www.fbi.gov.

Where can an AMIAS Applicant find the Application Packet?

The AMIAS Applicant Packet shall be found in the AFG of Ohio's Handbook and the website for AFG of Ohio www.ohioal-anon.org Electronic copies of the Application packet can also be requested from the Area Delegate, The Area Chairman, Area Alateen Coordinator, and the Area Alateen Process Person (AAPP).

What are the responsibilities of trusted servants? The Applicant:

- Talks with the Group Representative of their home group about becoming an Al-Anon Member Involved in Alateen Service
- Talks with other AMIAS's, a District Representative, and the Area Alateen Coordinator to get an idea as to what AMIAS responsibilities are
- Requests an AFG of Ohio AMIAS Application Packet or downloaded from www.ohioal-anon.org
- Completes the AMIAS packet forms
- Sends completed background check forms to the FBI
- Sends Form One and Form Two to Area Alateen Process Person (AAPP)
- Has fun being an AMIAS

From Page 6

How is the background check funded?

AMIAS Applicants shall submit receipts to the District Treasurer in the District in which they shall be serving for reimbursement of background check service fees. In the event the District is unable to reimburse these funds, the AMIAS applicant shall submit the background check service fees receipts to the Area Treasurer, following the established Area's Expense Voucher procedure. Area Expense Vouchers are available on the Ohio Area website www.ohioal-anon.org Listed under Documents.

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Form Three

FBI fingerprint Impression Card Can be found at www.fbi.gov Click on Stats and Services. (See below)

Form Four

FBI request for Information sheet. Can be found at www.fbi.gov Click on Stats and Services --- Click on Option 1 (See below)

Form Five

Credit Card payment form. Can be found at www.fbi.gov click on stats and Services Go to option 1 (See Below)

Step by steps instructions to download FBI forms: Go to:

- www.fbi.gov Click on Stats and Services
- Click on Background checks
- Scroll down to *How to request a copy of your record*
- Click on Option 1
- Print the instructions

To Download the Identification request:

- Scroll down to Applicant Information form (found on the right side of the above mentioned sheets.)
- Click on Applicant Information Request
- form Print the Applicant Information form

To Download the fingerprint card:

- On the right side, scroll down to fingerprint card (found on the right side of the above mentioned sheet
- Click on fingerprint card
- Print the card

If you need the credit card payment form:

- Scroll down the right side of the first page
- Click on credit card payment form
- Print the form

CHANGE TO READ

(On page 2)

Delete this line.

~~Where are the instructions for the FBI forms and instructions?..... 5~~

(On page 3)

___ 4. Complete FBI background check. This can be done at your local sheriff's office, a Chancellor location, or directly through the FBI. (Instructions for completion directly through the FBI can be obtained from the AAPP.)

Delete item numbers 5, 6, and 7

Renumber 8 to 5:

___ 5. Send Agreement and Signature sheet (Form One), Al-Anon Member Involved in Alateen Service (Form Two), certification form, and the page saying background check has been completed and will be sent to the Area Alateen Process Person (Form Three) to the AAPP. {See the Area's AWSC Contact List for the contact information for the AAPP.}

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Where does an AMIAS have their background check completed?

Background checks can be completed at your local Sheriff's office, at any FBI's Chancellor location, or can be checked through the FBI directly (contact the Area Alateen Process Person – AAPP for assistance with this option).

Where are fingerprint impressions made?

Fingerprint impressions can be made at your local County Sheriff's Office. The fee for this service varies from county to county. Call your local Sheriff's Office for details, fees, fee payment method, and directions. Some local police departments may also provide this service. Contact your local police department and inquire about this service and fee. Background checks can also be obtained through a Chancellor Location. Fees for this service vary. If you choose the option to go directly to the FBI, contact the AAPP for procedure instructions.

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What forms are included in the application process?

- Agreement and Signature Sheet - FORM ONE
- AMIAS certification form – FORM TWO
- Completed background check notification – FORM THREE

DELETE THIS SECTION: Where are the instructions for the FBI forms and instructions?

What are the responsibilities of trusted servants?

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- Requests an AFG of Ohio AMIAS application packet or download from www.ohioal-anon.org
- Completes the AMIAS packet forms
- Sends FORM ONE, FORM TWO, FORM THREE to the Area Alateen Process Person (AAPP)
- Has fun being an AMIAS

(On Page 6)

How is the background check funded?

AMIAS Applicants shall submit receipts to the District Treasurer in the District in which they shall be serving for reimbursement of background check service fees. Each District shall set the amount of reimbursement for their District as fees vary county to county. In the event the District is unable to reimburse these fees, the AMIAS Applicant shall submit the background check service fee receipt to the Area Treasurer, following the established Area's Expense Voucher procedure. Fees being reimbursed by the Area shall be in alignment with the county where fees were obtained. Area Expense Vouchers are available on the Ohio Are website www.ohioal-anon.org. Expense Vouchers can be found listed under Documents.

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DELETE CURRENT PAGE 9 and replace with:

Form Three

ON _____ (date), I completed my background check and the results are being sent to the Area Alateen Process Person.

Signed _____