



Nacel Open Door
*A non-profit organization dedicated to
international understanding and language education*

Nacel Open Door Criminal Background Check Information for J-1 Exchange Programs

As of May 4, 2006, the United States Department of State revised the regulations for J-1 exchange visitor programs for secondary school students, requiring student exchange program sponsors “to complete criminal background checks for officers, employees, agents, representatives and volunteers acting on their behalf,” as well as on “all adult members of a host family household.” [per: Federal Register / Vol. 71, No. 64 / 4-4-06 / Rules & Regulations; DOS 22 CFR Part 62]

In accordance with the requirements of the United States Department of State governing J-1 Secondary School exchange programs, Nacel Open Door will request authorization to conduct the required criminal background check on all NOD staff and field representatives who have direct contact with students, as well as every adult (≥ 18) in the host family home who spends significant time in the host home (15 days or more in any month of the student’s stay). Background checks for host family members must be completed prior to a student arriving in or moving to the host family home.

Therefore, in addition to the documents already required for each Nacel Open Door Academic Year/Semester Program host family, local representative, coordinator, or staff member, a Criminal Background Check (CBC) Authorization Form will also be required, in order to provide Nacel Open Door with the information necessary to vet the individual(s) through the required national criminal background check. The necessary information includes the person’s full name(s), address, date of birth, and Social Security Number. The Authorization Form will be kept in secure confidence by our Nacel Open Door Academic Year Program Administrative Director / Compliance Officer. The information on the Form will be used by Nacel Open Door only for the purposes of completing the required background check, and the information will not be sold, published, or otherwise distributed by Nacel Open Door in any way. [If a person is not comfortable submitting the authorization form with the Social Security Number, he/she should still complete the form (excluding the SSN), providing a valid telephone number where they can be reached between 9am and 5pm, CST, in order for the Nacel Open Door Administrative Director to call and obtain this necessary piece of data (the SSN) by phone.]

The background check which Nacel Open Door will conduct will be done using a qualified, compliant, and secure company, which specializes in background checks. Results from the background check will be reviewed only by select Nacel Open Door Academic Year/Semester Program staff, for the purpose of determining whether or not a person or family is suitable to work with or host our Nacel Open Door exchange students. Results from host family background checks, which are deemed “acceptable” by Nacel Open Door, will additionally need to be shared by Nacel Open Door with the prospective student and his/her natural parents, for their final approval of the host family. The student and natural family have the right to reject any placement on the basis of results obtained from the criminal background check.

Questions regarding the Criminal Background Check requirements, authorization, process, or results may be addressed to the Administrative or Managing Director of Academic Year/Semester Programs at the Nacel Open Door national office.