

INSTRUCTIONS FOR VOLUNTEERS

EASY SUBMISSION

Our NEW eCORI system makes submitting your CORI forms quick, easy, and secure.

FAST PROCESSING

eCORI dramatically reduces the time it takes for you to receive results on your background check.

In addition to submitting online, we recommend that you submit your eCORI form and present your government issued photo ID to your BPS volunteer location or partner program manager well in advance of your volunteer service or contract work period. This will ensure that your background check has ample time to be completed.



GETTING STARTED

STEP 1

Complete the eCORI form online at:

bit.ly/bpscori

Use lower-case (URL is case sensitive)

VOLUNTEER LOCATION

CHOOSE THIS FROM THE VOLUNTEER LOCATION DROP DOWN

STEP 2

Go to your volunteer location to show your proof of Identification to the on-site ID Verifier listed below

ID Verifier

Write the name of your locations ID Verifier in this box.

STEP 3

Allow 7-10 business days of your background check to be completed. If needed, your ID verifier can request an expedited review.

FAQ

Q. I don't have access to a computer, cell phone or tablet with internet?

A. The eCORI form can be submitted in person using any computer at your volunteer location. Just be sure to bring your government issued photo ID and ask to use a computer on-site.

Q. What if I am not a US Citizen and does not have a social security number/card?

A. Choose the appropriate "citizenship status" on the eCORI form. International students and volunteers will not be required to enter a SSN, but will need to present a valid Passport or Government Issued ID card. US Citizens are required to enter a valid SSN.

Q. When will my eCORI submission be processed by BPS?

A. After you have presented your ID for verification and approval by the ID Verifier listed on this information sheet, the eCORI will be automatically sent for processing. Submissions are processed nightly.

Q. Can I still submit paper CORI forms?

A. Yes. However, processing times will be delayed significantly.