



**Justice Center for the  
Protection of People  
with Special Needs**

**Executive Order 202.13 –  
Criminal Background Check Response**

**Section 1: APPLICANT INFORMATION**

Name of the applicant:

Date of Birth:

Social Security No:

**Section 2: PROVIDER INFORMATION**

Provider Name:

Provider No (5-digit provider code issued by State Oversight agency):

1. Does the individual above have a completed criminal background check through the Justice Center?

NO

YES

2. Is the individual above a current employee of a provider of services?

NO

YES

**If the "YES" box is selected in response to questions 1. and 2. above: Please review the Instructions in Section 3 below**

**If either of the "NO" boxes in Section 2 have been checked: the individual is not subject to the criminal background check exemption provided for in Executive Law 202.13. Please review the Instructions in Section 3a. below**

**Section 3: INSTRUCTIONS**

If the "YES" box is selected in response to questions 1. and 2. in Section 2 of this document: you are permitted to hire the individual above without immediately requesting a criminal background check through the New York State Justice Center. Please see guidance provided by your state oversight agency regarding when the pre-employment checks should be requested.

**Section 3a: INSTRUCTIONS**

If either of the "NO" boxes in Section 2 have been checked: you must request a Staff Exclusion List (SEL) check through the Justice Center's Vulnerable Person's Central Registry (VPCR) prior to hiring this individual into a position that requires unsupervised contact with individuals receiving treatment services. After receipt of an SEL check response you may wish to seek guidance from your state oversight agency regarding next steps in the pre-employment process. Please refer to guidance issued by your State Oversight Agency prior to allowing the prospective employee/volunteer to have regular and substantial unsupervised contact with individuals receiving services