

CSU Extension Volunteer Background Check Resubmission

When a background check request is cancelled because the volunteer applicant did not respond by the deadline, counties sometimes want to resubmit the request. Beginning April 1, 2015, the following steps should be taken to resubmit an applicant name due to Nonresponse:

1. Contact Trent Hollister, Extension Specialist, to discuss the circumstances of the cancellation. 970 491-7881 or trent.hollister@colostate.edu.
2. When approval is given for the resubmission, send a resubmission fee in the amount of \$45.00 to *CSU Extension, Attn. Trent Hollister, 4040 Campus Delivery, Fort Collins, CO 80523-4040*. Personal checks and county checks are both acceptable.
3. When the fee is received you will be notified and will be sent a link to the resubmission form.
4. All fees collected will be deposited in an account managed by the of Budgets and Finance. The Regional Directors will determine how the money will be used.