

PUBLICDATA.COM INSTRUCTIONS

Background Checks for Pineywoods

Before you begin you need the following information for each person 18 and older coming to camp with your group:

1. First and last name
2. Date of birth (month, day, and year)
3. Previous names used (maiden name, aliases, etc.)

After logging in and agreeing to abide by their terms and conditions you will come to the screen below. It is the starting point for both criminal background checks and sex offender background checks.

The screenshot shows the PublicData.com website interface. At the top, there is a navigation bar with the logo and links for Home, Account Services, Information, and Log Out. The main heading is "Current Database Offerings". Below this, there are several database categories arranged in a grid:

- Civil Court**: Advanced Name
- Criminal**: Advanced Name | DOB | ZIP (This category is circled in black)
- DMV**: Advanced Name | License Plate | VIN
- Driver's License**: Advanced Name | DOB | DL Number
- Most Wanted, Warrants, Crime Stoppers**: Advanced Name | DOB
- Professional License**: Advanced Name | License | ZIP
- Property Tax**: Advanced Name | ZIP
- Secretary of State**: Name | ZIP
- Sex Offenders**: Advanced Name | DOB | ZIP (This category is circled in black)
- Unclaimed Property**: Advanced Name | ZIP
- Voter**: Advanced Name | DOB

NOTE: For instructional purposes, this document will outline the process for performing a national criminal background check. You will run the sex offender search in the same way, just in the other database area.

This is an annotated version of the screenshot above. A large red arrow points from the left towards the "Criminal" heading, which is circled in black. The rest of the interface is identical to the previous screenshot.

STEP 1:
Click on the "Advanced" link under the Criminal heading.

Criminal Advanced Search

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Match All Terms

Search

How to search? Only relevant fields are searchable. For a complete list, click [here](#).

Search All Items Below

- | | | |
|--------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <input type="radio"/> Alabama Criminal | <input type="radio"/> Maine Criminal | <input type="radio"/> Ohio Criminal |
| <input type="radio"/> Alaska Criminal | <input type="radio"/> Maryland Criminal | <input type="radio"/> Oklahoma Criminal |
| <input type="radio"/> Arizona Criminal | <input type="radio"/> Massachusetts Criminal | <input type="radio"/> Oregon Criminal |
| <input type="radio"/> Arkansas Criminal | <input type="radio"/> Michigan Criminal | <input type="radio"/> Pennsylvania Criminal |
| <input type="radio"/> California Criminal | <input type="radio"/> Minnesota Criminal | <input type="radio"/> Rhode Island Criminal |
| <input type="radio"/> Colorado Criminal | <input type="radio"/> Mississippi Criminal | <input type="radio"/> South Carolina Criminal |
| <input type="radio"/> Connecticut Criminal | <input type="radio"/> Missouri Criminal | <input type="radio"/> Tennessee Criminal |
| <input type="radio"/> Florida Criminal | <input type="radio"/> Montana Criminal | <input type="radio"/> Texas Criminal |
| <input type="radio"/> Georgia Criminal | <input type="radio"/> Nebraska Criminal | <input type="radio"/> Utah Criminal |
| <input type="radio"/> Idaho Criminal | <input type="radio"/> Nevada Criminal | <input type="radio"/> Vermont Criminal |
| <input type="radio"/> Illinois Criminal | <input type="radio"/> New Hampshire Criminal | <input type="radio"/> Virginia Criminal |
| <input type="radio"/> Indiana Criminal | <input type="radio"/> New Jersey Criminal | <input type="radio"/> Washington Criminal |
| <input type="radio"/> Iowa Criminal | <input type="radio"/> New Mexico Criminal | <input type="radio"/> West Virginia Criminal |
| <input type="radio"/> Kansas Criminal | <input type="radio"/> New York Criminal | <input type="radio"/> Wisconsin Criminal |
| <input type="radio"/> Kentucky Criminal | <input type="radio"/> North Carolina Criminal | |
| <input type="radio"/> Louisiana Criminal | <input type="radio"/> North Dakota Criminal | |

STEP 2:

Enter the person's first & last name and their birthdate. Use this format:

First Last YYYYMMDD

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The date format is the 4-digit year, the 2-digit month (i.e. 07 for July), and the 2-digit day (i.e. 07 for the 7th).

***** INCLUDE THE BIRTHDATE TO NARROW THE SEARCH. *****

“Search All Items Below” is selected by default. **DO NOT CHANGE THIS SELECTION!!!** You are not performing a national search if you change it.

“Match all terms” is selected by default. **DO NOT CHANGE THIS SELECTION!!!** You want to search for the unique combination of your person's name and their birthdate.

CLICK SEARCH.

STEP 3:

- If the search results page says, “No Records Matching Search Criteria. Please Try Again,” you have completed the search. Print the page.
- Repeat the search steps for all names previously used (maiden name, aliases, etc.).
- If results are returned for the name & birthdate combination you entered proceed to STEP 4.



STEP 4:

- If results are returned for the name & birthdate combination you entered you must review EACH RESULT to rule it out (i.e. determine it isn't your person). CLICK ON EACH RESULT TO SEE THE DETAILS OF THE RECORD.
- If you REVIEW EVERY RETURNED RESULT and RULE OUT EVERY ONE OF THEM, (1) Print the results page(s) and (2) Sign and date the first page of the printed results with a notation that it's not your person.
- If one or more results IS FOR YOUR PERSON do the following:
 1. Print the results page(s).
 2. Highlight the result(s) that apply to them.
 3. Open the record detail of each MATCHING RESULT and print it.
 4. Call Pineywoods at 936.642.1723 to discuss the person's eligibility to serve.
 5. Staple all of the above together and turn it in to Pineywoods.

A PERSON IS AUTOMATICALLY DISQUALIFIED TO SERVE OR TO BE ON CAMPUS IF THEY HAVE BEEN CONVICTED OF ANY TYPE OF SEX-RELATED CRIME OR IF THEY HAVE A VIOLENT FELONY CONVICTION.

Thank you for your diligence in helping us protect our youth and children at camp. Our office staff reviews/approves every background check as well as the other required documents for every adult.