



# Background Check Information Sheet

A homeless and transient shelter license may not be issued to any shelter if the applicant, any individual on the application as a licensee, or any managing member of the applicant has been convicted of a barrier crime pursuant to 7 AAC 10.905, unless granted a waiver by the Anchorage Health Department Director.

The Anchorage Health Department will conduct independent background checks. Instructions for shelters are as follows:

1. Determine who in your organization is required to receive a background check.
  - a. AHD will conduct independent background checks on the applicant, any individual on the application as a licensee, and any managing member of the applicant.
2. Obtain fingerprints.
  - a. Fingerprints may be obtained from any of the following businesses:  
[Fingerprinters - Background - Records and Information - Alaska Department of Public Safety](#)
3. Prepare an envelope for the Anchorage Health Department.
  - a. Submit all fingerprints in one envelope along with a check for the number of background checks multiplied by \$47.00. For example, 4 background checks would amount to a check for \$188.00.
  - b. All checks must be made out to 'Alaska Department of Public Safety'.

4. Mail the sealed envelope or deliver it in-person to:

Housing and Homeless Services Program  
Anchorage Health Department  
825 L Street, Suite 508  
Anchorage AK  
99501

- a. If delivering in-person, the envelope should be handed to a Housing and Homeless Services staff member.
  - b. This envelope must be received within 10 working days of AHD accepting the application.**
5. After submitting the envelope, the Anchorage Health Department will forward the envelope to the Alaska Department of Public Safety. No action by the shelter is required at this time.
6. The Alaska Department of Public Safety will complete a criminal background check both local and national in scope, and provide results to the Anchorage Health Department.
7. The results of each background check will be used to determine whether the applicant, any individual on the application as a licensee, or any managing member of the applicant has been convicted of a barrier crime pursuant to 7 AAC 10.905.
8. If one of these individuals has been convicted of a barrier crime, AHD will review according to 7 AAC 10.905 and notify shelters if they must submit a Barrier Crime Waiver Application and have not already done so. Any barrier crimes less than 10 years old and any 'permanent' barrier crime will require a waiver.
9. The Anchorage Health Department Director will determine whether or not to grant a waiver based on all information provided in the Background Check Waiver Application.