JDP LITTLE LEAGUE SUPPORT: https//www.jdp.com/llsupport/ Offers videos and templates for batch uploads (see below).

JD Prentice (JDP) get started info: Chrome works better than Safari (for Mac users)

1. Person to enter data into JDP website for National Criminal and Sex Offender search must be authorized by your league. More than one individual may be authorized.
2. Names of prospective volunteers can be entered on the JDP website in 4 ways-
3. Individual entry of QuickApp info- JDP contacts individual via email to prompt completion of the LL Volunteer form online. Must verify name with government issued photo ID. You can do multiple entries at one time (complete one, start another…)
4. Batch entry of QuickApp info- you can use the **LL-Quickapp-Batch-Template** to enter data for several individuals and upload a “batch” all at once. Each individual will get a prompt to complete the LL Volunteer form online. Must verify with government issued ID, may make a copy of the ID.
5. Individual entry of the long version of the LL Volunteer form- if the individual does not have access to a computer, no email address or is not particularly computer savvy. **LL-Direct-Order-Batch-Template**. You have received a completed, current year LL volunteer form and enter the data on the JDP website. Verified with a government issued photo ID- may make a copy of photo ID for reference.
6. Batch entry of info from completed current year Volunteer forms after verification with a government issued photo ID (may make a copy of ID for reference).
7. The advantage of batch entries is that you can review the info you have typed for accuracy before uploading it. You also have a record of the entries you have submitted
8. Use the “JDP QAppVolSign-up” form if you find this convenient when you are gathering initial info from several volunteers at the same time, such as at player address verification or player sign-ups. A league board member is verifying the correct spelling of the printed name of the prospective volunteer using a government issued photo ID and indicating this with his or her first initial and last name. **Your league may choose to make a photocopy of the individual’s ID as the identity verification.**

Advantages of QuickApp over “Long” version- league is not responsible for retaining the volunteer forms (with SS#), as the individual enters their SS number and other info online via JDP website as they fill out the online LL Volunteer form. In both cases, a government issued ID must be seen and/or copied to verify the name to be entered is accurate. If the long version of the information is to be entered, the authorized league official will enter the SS number and other info and the league will have to retain the hardcopy Volunteer form, as is currently required.

Next year, if a volunteer is returning, you do not have to re-enter the individual’s data, you will be able to “reactivate” with a “check” in a box and the background check will be redone. Do check for duplicates to make sure any individual has not been entered twice, as the background check will be done twice (and count against your free total). By not checking this box in the future an individual is considered an “inactive volunteer” and they will not be background checked and thus, not count against your free background checks for that year. Background criminal and sex offender checks are “one time,” not “continuous” meaning that if an individual was convicted of a crime or sexual offense since the last background search was done it will not show up until the next JDP National Criminal Search is done (you must indicate they remain active volunteers for a background search the following year).

JDP is doing both national criminal and sex offender registry background checks. By using JDP, you do not have to run checks in the DOJ Sex Offender Registry, just through JDP. Make sure you select “**National Criminal Background**” in the appropriate column.

California requirements: