



S.A.M. & D.I.M.E. Background Check Information

Per the Imperial Council and Imperial Court proclamation, no Temple or Court is permitted to begin working with mentees until background checks are on file with Imperial Headquarters. Nobles and Daughters are responsible to pay for their own background checks. The **ONLY** preferred company for background checks is **www.SentryLink.com**. When submitting background checks, please include complete contact information so your reply is not delayed.

Please be sure that when the background check is submitted, only the last four digits of the Mentoring Program committee members' social security numbers are visible. No one should provide their full social security number to anyone in the Temple or Court.

DAUGHTERS ONLY* - Per the Imperial Commandress' Proclamation #3, dated November 22, 2022 - Daughters who are submitting background checks for Clown Units, and the D.I.M.E. (Daughters of Imperial Mentoring Excellence) Program, will do so electronically to the following organizational email address: bchecks.imperialcourt@doipha.org **ONLY**.

NOBLES ONLY* – Noble please forward your background checks to the following email address: sams@aeonms.org **ONLY**.

**It is recommended that you copy or “CC” your Temple Recorder or Court Recordress on your email as confirmation that you have sent your background check to Imperial Headquarters.*

Upon submission, you will receive a response electronically stating whether the background check was favorable. It is at the discretion of Imperial Headquarters as to what is unfavorable for working with mentees. Newly created Nobles and Daughters who have been created within the past year, do not need to obtain a new background check until their anniversary as a member.

Candidates for membership must continue to follow the documented processes for the Imperial Council and Imperial Court respectively. Please speak to your Temple Recorder or Court Recordress for more information.

The S.A.M. & D.I.M.E. Programs require background checks to be updated yearly

Please note: Some localities require additional background requirements. Please confirm with your state and/or local programs for their requirements to work with mentees.

Background Check Provider

Legal Requirements: The Imperial Council and Imperial Court requires ALL mentors, volunteers, chaperones, or any Noble or Daughter working with mentees to have a background check, **NO EXCEPTIONS!** The preferred company for background checks is SentryLink.com.

SENTRY LINK

1. Visit www.sentrylink.com
2. Register as a new user
3. Enter your personal and credit card information
4. Select “volunteer screening” from the drop-down menu as the reason for running report



1. Submit by clicking the “Order my report - \$19.99” button. The response is instant. Check your spam/ junk folder if the report is not received after 15 minutes. Save the file as a PDF to your computer or other electronic device.
2. Follow the process for submitting your background check listed on the previous page.