



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

Per the Imperial Council and Imperial Court, 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 for paying for their background checks. The ONLY preferred company for background checks is [www.SentryLink.com](http://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 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 #1, dated February 1, 2024 - Effective immediately, the new process for submitting background checks for the following reasons is as follows: Clown, D.I.M.E., Youth, Volunteer Submission- The Daughter must fill out the background check submittal cover sheet and email that along with her background check to the designated background check organizational email address via [bchecks.imperialcourt@doipha.org](mailto:bchecks.imperialcourt@doipha.org) ONLY. The form can be located at: <https://aeonms.org/sam/> or you may obtain it from your Court Recordress.

**NOBLES ONLY\*** – Noble please forward your background checks to the following email address: [sams@aeonms.org](mailto:sams@aeonms.org) ONLY.

Please be advised that you may or may not receive an approval letter or email confirming receipt upon submission. If there is a concern with the background check, Imperial will notify you. It is at the discretion of Imperial Headquarters as to what is unfavorable for working with mentees. *Newly created Nobles and Daughters created within the past year, do not need to obtain a new background check until their anniversary as a member.*

**\*For accountability:** The S.A.M. & D.I.M.E. Imperial Mentoring Programs requests that you forward a copy of the following: **Daughters:** Confirmation email that you receive from the Imperial Court to your Court Recordress; **Nobles:** Confirmation email received from the S.A.M. Program to your Temple Recorder. This request was initiated by the S.A.M. Imperial Director and D.I.M.E. Imperial Directress. This allows temple and court-level tracking of background checks submitted to Imperial. **DO NOT** send your full background check to the Temple Recorder or Court Recordress.

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. Imperial Mentoring Programs *require* background checks to be updated yearly**

## Background Check Provider

Legal Requirements: The Imperial Council and Imperial Court require 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](http://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 the 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.

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

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