

## **Instructions for Applying for Criminal Background Checks (2006)**

The process is much simpler this year. We have bypassed the state by state forms and instructions, and have graduated to a national screening agency. This is all you have to do:

- Click on the Applications tab on the camp website ([www.whcamp.org](http://www.whcamp.org)).
- Download the Criminal Background Check Form, and print it out.
- Fill out the form completely, neatly, and sign and date the form.
- Write a check to Windsor Hills for \$15. Write CBC on the memo line of your check.
- Mail the form and the check to Windsor Hills.

That is all there is to it.

If a problem arises with the outcome of the report, you will be notified by telephone. You have the right to review the report and dispute the contents.

Windsor Hills Camp and Retreat Center, 29 White Pond Road, Windsor, NH 03244  
603-478-3363

Executive Director Dan Whitney, 603-428-8219 [Danwhitney@whcamp.org](mailto:Danwhitney@whcamp.org)