(Date)

To:  (Name/address of organization)

Regarding:  (Name of client)

Please be advised that Nebraska VR has conducted a background check on (client’s name).  This background check was done primarily to assist VR in the provision of services to the client, not for or at the request of employers or other third parties.  This background check included state of Nebraska records though (1) the Justice computer service of Nebraska.gov; (2) the State Patrol, and (3) Nebraska DMV.  The Nebraska Sex Offender Registry on the State Patrol’s web site and the Nebraska Child and Adult Abuse/Neglect registries maintained by the Nebraska Department of Health & Human Services were also checked.  If this person has resided outside of Nebraska in the past 20-year period, we have checked those states criminal records to the extent we can under their laws and procedures.  The background checks revealed (no criminal convictions or list criminal convictions) and there were no records found (or the following record was found) regarding child or adult abuse/neglect.

This information is for use by your entity only for purposes of providing an OJE/Job Shadowing experience for the above named individual.  Do no re-disclose this information outside of your entity without the written consent of that person.  Please contact me at (VR contact direct line) if you have any questions.

Thank you.

Make sure that the client specifically authorizes VR to release the results of the HHS registry checks to the entity that is providing the OJE/Job Shadow opportunity when drafting the permission document you refer to.