

\_\_\_\_\_ (Month), \_\_\_\_\_ (Year)

Dear \_\_\_\_\_ (League Name) Little League Volunteer,

We appreciate your willingness to serve our league and players by volunteering this year. To comply with Little League® International Rules and Regulations, you must submit the required background check and volunteer clearances to be reviewed by the \_\_\_\_\_ (league name) Little League Board of Directors.

To start the process, you will receive an email from a company called JD Palantine (JDP), which we will use to process your background check. JDP is the background check provider that Little League International advises us to use. You can read more about JDP [here](#).

Once you receive the email, please complete all required fields in order to process your check. You will be asked to provide basic information, via a secure website, including your full name, address, date of birth, social security number as well as answer a few answer questions.

You will also need to provide copies of your volunteer clearances for the State of \_\_\_\_\_ (state). Requirements can be found here: (insert link to your state's background check procedure). You must provide copies of your \_\_\_\_\_ (state) clearances, including FBI clearance to us prior to the start of the season.

Once all documents have been received and reviewed, the \_\_\_\_\_ (league name) Little League will communicate to you that you are approved to volunteer for the season.

We appreciate your compliance with the background check procedures for our league. Should you have any questions, please contact me, at: \_\_\_\_\_ (League President's phone number and/or email address).

Sincerely,

\_\_\_\_\_ (name), League President

The Board of Directors

\_\_\_\_\_ (league name) Little League

