



## How to Request a Background Check

1. Volunteer will complete a Background Check request form.

Complete the form by clicking the link below:

<https://forms.office.com/r/JNFVgPYNaR>

2. Once the form is submitted the applicant will receive a confirmation email within 2 business days and a link to complete an application via a secure online platform from The National Center for Safety Initiatives (NCSI).

3. Volunteer will complete the background check application for NCSI.

4. When the final reports become available, MCMC will mail a copy of the completed report to the requesting Partner Agency via USPS.

A few notes of importance/clarification:

- Once a volunteer receives the link to complete the application, it will expire after 14 days. A new link will need to be requested once the link expires.
- The link to complete the application can only be clicked once. If a volunteer clicks the link, but does not complete the application at that time, a new link will need to be requested.
- If a volunteer's identity cannot be verified (i.e.; name does not match SSN, typo when completing forms, etc.) NCSI will send an additional email requesting verification to the applicant. If the volunteer does not respond to the initial request, a second request will be issued and the requesting agency will be notified to help contact the volunteer.
- When completing the application through NCSI, applicants will be asked to electronically sign several consent forms/disclosures. One is regarding their rights under the Fair Credit Reporting Act (FCRA). This is legislation enacted to promote fairness, accuracy, and privacy of consumer information. Due to the name of the act, some applicants become concerned about credit reporting and negative impacts on their credit score. This background check does **NOT** check credit history or negatively affect credit scores.

### **MCMC Contact Information:**

Email: [megan.kilner@sinclair.edu](mailto:megan.kilner@sinclair.edu)

Phone: 937.512.3179

### **NCSI Contact Information:**

Available for system issues/technical support

Email: [support@ncsisafe.com](mailto:support@ncsisafe.com)

Phone: 866-996-7412 x 2