



## **Background Check Process**

### **HOW TO SUBMIT BACKGROUND SCREENINGS**

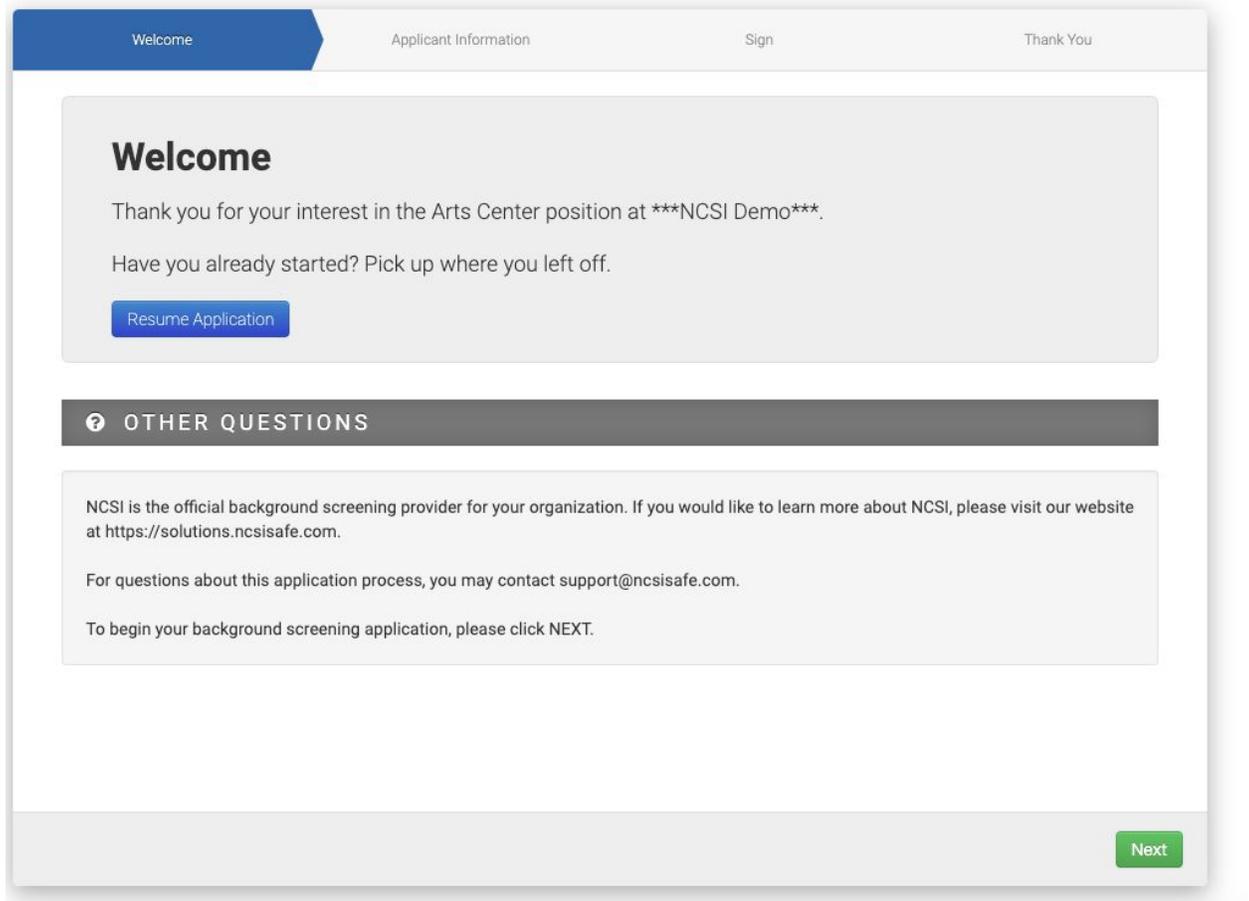
NCSI has designed a secure URL for you to complete an application for background screening. Please follow the below link to fill out all the required information, and FCRA compliant consent and authorization forms.

<https://cityofdouglasvilleparksrec.quickapp.pro/>

### **NAVIGATING THE SYSTEM**

Attached is a user guide to help you navigate the system. The NCSI Client Services Team is available to help answer your questions as you begin to use the NCSI platform. Please call NCSI by phone between 9AM-5PM EST, at 866-996-7412 X 2, or you can send an email anytime to [support@ncsisafe.com](mailto:support@ncsisafe.com).

**Step 1:** After clicking on the provided registration link, Registrants will be directed to the *Welcome Page* where they will see information about our company. In order to begin the background screening application they will Click “Next”.



**Step 2:** After clicking Next, the registrant will begin filling out their information including full legal name, date of birth, SSN, and current address. Then they will click “Next”.

 **APPLICANT INFO**

TO AVOID DELAYS IN THE RETURN OF YOUR BACKGROUND SCREENING RESULTS, PLEASE MAKE SURE YOU:

- Enter your LEGAL name as it appears on your current valid government-issued ID.
- DO NOT use nicknames (ex. Rob for Robert, Sue for Susan).
- Double-check your entry for accuracy before continuing with your submission.

Name \*

DOB \*

Email \*

SSN \*

Phone \*

 **ADDRESS HISTORY**

The application will accept only the two-letter state abbreviation in the ST field (ex. CO for Colorado).

**CURRENT**

Domestic  International

Address \*

Back

Next

**Step 3:** Registrants make the appropriate selections from the State and City Notices menus indicating where their participation is located and their current residence, and click “Next”.

Welcome Address History **Sign** Thank You

**STATE AND CITY NOTICES**

I certify that I am an individual seeking prospective or continued employment to work in:

Please Select

I am a resident of:

Please Select

Back Next

**Step 4:** All registrants will be provided various background screening disclosures including but not limited to the following:

- Electronic Signature Consent
- Disclosure Regarding Background Investigation
- A Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)
- Applicable City and State Notices
- Acknowledgement and Authorization for Background Check

Each NCSI disclosure requests certification by entering Name, clicking a checkbox, providing the last 4 digits of SSN or a combination of these actions. Depending on the State and City selected by the registrant, various applicable disclosures will be provided that require similar acknowledgment. The last page the registrant signs will provide the option to click a checkbox to receive a copy of their completed background screening results. The most-up-to-date NCSI disclosures can be reviewed by contacting [support@ncsisafe.com](mailto:support@ncsisafe.com).

**Step 5:** A *Thank You* receipt will be provided once the screening has been submitted successfully. If a copy of the background screening application is desired, the registrant should click “Download Application” at this time.

