

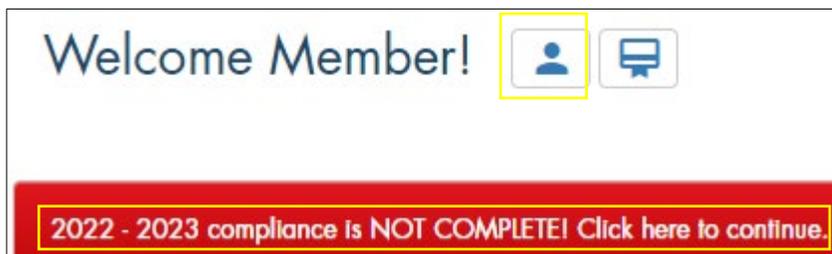
National Center for Safety Initiatives (NCSI) is the authorized search organization that performs the background checks for U.S. Figure Skating. U.S. Figure Skating's background check criteria complies with the requirements set forth by the United States Olympic & Paralympic Committee (USOPC). Per these requirements, anyone who has lived in another country for six months or more in the past seven years will require an international screen for every country of residence in that time period. Individuals turning 18 mid-season who require compliance must complete a background check within 45 days of turning 18. Background checks completed for other organizations will not be accepted.

Domestic background checks are \$30 and valid for two seasons, the season it was completed in plus one additional. International screens are also valid for two seasons and cost \$75 for Canada, and \$150 for all other countries. NCSI will reach out to you directly should an international screen be required.

To submit your background check, you will need to provide your valid U.S. Social Security number (if you have one), as well as current and past physical street addresses (not PO Boxes) for the past seven years. Members who do not have a valid U.S. Social Security number can still complete the background check. When the form asks if you have a valid Social Security number, select "No."

We recommend using Google Chrome to complete your background screen.

1. Access [Members Only](#).
2. Click the red "Compliance is NOT COMPLETE!" bar. If you do not have a red "Compliance is NOT COMPLETE!," click the person icon next to your name.



3. Follow the prompts to pay for your background screen. Once your screen has been paid for, you should be directed back to the compliance page in Members Only. If you are not automatically directed back, log into [Members Only](#) and click the red "Compliance is NOT COMPLETE!" bar. If you do not have a red "Compliance is NOT COMPLETE!," click the person icon next to your name.
4. Click the red "Begin" button next to Background Check.



U.S. FIGURE SKATING SKATESAFE® BACKGROUND CHECK



5. Verify your name, member number and date of birth and indicate whether you have a social security number.
 - a. If the name or membership number listed is not your name or membership number, you are in the wrong account. Click on the blue “Cancel” button, click on “Sign Out” in the upper right-hand corner, and then log in to the proper account.
 - b. If your Date of Birth is incorrect or missing, click on the “Edit” button to edit your date of birth, click “Save” to save the changes, and then click on the green “Continue” button to continue to the next page.

BACKGROUND CHECK

The background check is processed through National Center for Safety Initiatives (NCSI), a private company contracted by multiple U.S. Olympic and Paralympic Committee National Governing Bodies. By clicking "Continue", you will be directed to the web page of NCSI to complete your background check. U.S. Figure Skating does not capture, collect, access, or receive any personal identifying information through this process. The only point of contact between U.S. Figure Skating and NCSI is the receipt of the result (green, light or red light) attached to your U.S. Figure Skating member number and member profile. In the case that a red light finding is issued, U.S. Figure Skating will receive a summary of the findings that warranted the red light. NCSI is aligned with industry best practices regarding data security, including high-level encryption to protect information submitted online. NCSI does not share any personal information with third parties. NCSI's Data Security Policy.

Please note that NCSI is the only background screen accepted by U.S. Figure Skating, and we cannot accept screening results from another agency. Each organization that conducts background screening uses a unique set of criteria and number of years that are being searched, as well as diverse re-screen policies. If you are not in the correct account, log out of Members Only and log back in with the appropriate account information. If your date of birth is incorrect or blank, click "Edit" and use the calendar icon to update.

Member Verification

Name:

Member Number:

Date Of Birth:

I have a Social Security Number
 I don't have a Social Security Number

By continuing, you agree the information above is accurate and is the person the background screen will be conducted on.

You will need the following information for the background check:

1. Your Social Security Number
2. 7 years of address history
3. A digital image of your government issued ID (driver's license, passport, or non-driver state ID)

Once submitted, NCSI begins the background screening process by validating your personal data through a social security address trace. If they are unable to do so from the information you submitted, you will receive an email from NCSI with a link to electronically resubmit the necessary information to proceed with the background check. If you do not resubmit the requested information within 30 days, NCSI will cancel your background screen and you will be required to pay for another screening. U.S. Figure Skating does not issue refunds to individuals who fail to respond to NCSI's verification request.

Please see security message above regarding personal identifying information.

6. The “Background Check Screening Registration for U.S. Figure Skating” page for the National Center for Safety Initiatives should open in a new window. Follow the instructions on the National Center for Safety Initiatives website to complete your background check.

NCSI NATIONAL CENTER FOR SAFETY INITIATIVES

THE CONFIDENT CHOICE

BACKGROUND SCREENING REGISTRATION FOR U.S. FIGURE SKATING

Is this your first time using NCSI for a background screen in the past 5 years? Yes No

Do you have a valid U.S. Social Security Number? Yes No

7. Once you complete your background check, you should receive the following confirmation page and an Applicant ID Number. Be sure to save or print this page and keep it for your records.

**BACKGROUND SCREENING REGISTRATION FOR
U.S. FIGURE SKATING**

Background Screening Confirmation

Your background screening information has been submitted for processing. Please print this page and keep it for your records.

Applicant ID Number: ████████████████████

IMPORTANT - STATUS INFORMATION!!

The background screening process generally takes 10 business days to complete. During that time, it is common for NCSI to have questions or need information from you in the course of the background screening process. You will be contacted via e-mail at the address you provided. Additionally, please log in to our secure online status check tool at www.ncsisafe.com and click on the "Check Your Background Screening Status" link. You should check this until your status indicates COMPLETED, which means NCSI has issued a determination to your organization. Failure to respond to our requests for additional information may result in a RED LIGHT determination.

NCSI TECHNICAL SUPPORT

For all questions regarding technical support, documentation uploads, required information and how to request a copy of your screen, please contact NCSI at 866-996-7412 (Option 2). You may also reach them by email at clientservices@ncsisafe.com. NCSI's hours are Monday – Friday, 9:00 a.m. – 5:00 p.m. EST.

NCSI 8 DIGIT ID

For security purposes, the NCSI website is programmed to log out a user who has sat idle or has been on a page for too long. When this occurs, the page will ask for an 8-digit individual number. There is NOT an 8-digit number for U.S. Figure Skating members to enter, therefore the member must re-login from U.S. Figure Skating's Members Only and begin the background screening registration again. If you are still receiving the message after logging back in, please contact NCSI at (866) 833-7100 so they can troubleshoot the technical issue on their end.

STATUS INFORMATION

NCSI processing time is 7-10 business days for domestic screens. If you are in a situation where an international screen is needed, please complete the additional paperwork from NCSI and allow 2-4 weeks for the screening to be completed.

Please monitor your email as it is common for NCSI to send requests for additional information. Failure to respond could result in a red light finding due to a lack of information.

If you notice your background check status has not updated within the respective timeline above, you can reach out to NCSI directly for support. Please have your application number available for reference and email support@ncsisafe.com or call 866-996-7412. Their regular business hours are Monday through Friday, 9am to 5pm, Eastern.

RED LIGHT DETERMINATIONS: U.S. Figure Skating provides an opportunity for you to correct potential errors in your record and/or provide additional information regarding the cause of the red-light determination. Email skatesafe@usfigureskating.org for information on how to appeal a red light finding.