

HOW TO: USFS BACKGROUND CHECKS

The National Center for Safety Initiatives (NCSI) is the authorized organization that performs background checks for U.S. Figure Skating. Effective January 1, 2020, U.S. Figure Skating's background check criteria was updated per the requirements of the U.S. Olympic and Paralympic Committee (USOPC). Due to the updated 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 during that period.

Domestic background checks are \$30 and are valid for two seasons – the USFS membership season in which it was completed plus the following membership season.

To submit a background check, you will need to provide your valid U.S. Social Security number, as well as seven years of physical residence history (PO boxes will not be accepted). 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".

You will need to answer a series of questions regarding your criminal history. An answer of yes to any of these questions will require you to provide additional information.

We recommend using Google Chrome to complete your background screen as Internet Explorer is known to have issues processing the NCSI screens.

1. To begin, log into U.S. Figure Skating Members Only at www.usfsaonline.org.
2. View your compliance status by accessing your profile and clicking the "Compliance" tab.
3. Click the red "Begin" button next to "Background Check". This will lead you to a member verification page where you will confirm your date of birth and your U.S. Figure Skating member number.
 - a. If the name and/or member number listed are not yours, you are logged into the wrong account in Members Only. If this is the case, do not proceed – sign out and log into the correct account.
 - b. If your date of birth is incorrect or missing, click on the "Edit" button to add your correct date of birth, click "Save", then click the green "Continue" button to proceed.
4. You will be redirected to the NCSI webpage. If this does not happen, check your browser pop-up settings or try using a different browser or device. If you continue to have issues, contact productsupport@usfigureskating.org.
5. Follow the instructions on the NCSI website to complete your background check. Once complete, you should receive a "Background Screening Confirmation" notification and an "Applicant ID Number". Save or print this information for your records. You should also receive a confirmation email from clientservices@ncsisafe.com.

IMPORTANT INFORMATION:

STATUS: Processing time for a domestic NCSI background check is 3-10 business days. You can check your background check status by visiting www.ncsisafe.com and clicking on "Check Your Background Screening Status" at the bottom of the page. It is recommended that you regularly check this status until a determination is issued and it changes to "Complete".

INTERNATIONAL SCREENS: Additional paperwork will be required when submitting an international background check. NCSI will contact you directly with instructions on this process should an international screen be required. Failure to respond to NCSI's emailed requests for additional information may result in a "Red-Light" determination. These screens may take 2-4 weeks for a finding to be issued – please plan accordingly.

RED-LIGHT DETERMINATIONS: If your background check results in a red-light finding, you have the ability to correct potential errors in your record and/or provide additional information regarding the cause of the red-light finding. To appeal your background check results, you must send an email to U.S. Figure Skating General Counsel, John Anderson janderson@usfigureskating.org with a cc: to skatesafe@usfigureskating.org. The email must provide a detailed summary of the circumstances that led to the criminal disposition causing the red light finding. The email must also include information about any additional criminal issues that you may have had since the incident that caused the red light finding, any pending or on-going criminal matters, or information about how you have not had any criminal issues since the incident that caused the red light finding. If you successfully appealed a red light finding with U.S. Figure Skating in the past and your circumstances have not changed, you may reuse your previous appeal statement by sending a new appeal email with the same information.