Complete a Background Check

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.
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.

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.
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]

**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**
You can log into NCSI’s secure online ‘Applicant Status Check’ tool by going to www.ncsisafe.com and clicking on “Check Your Background Screening Status”. Another email will be sent to you once a determination has been issued. This determination will automatically be linked to your USFS member profile.

NCSI processing time is 3-10 business day for domestic screens. If you are in a situation where an international screen is needed, please expect additional paperwork to be required 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.**

**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.