

COMPLETE YOUR U.S. FIGURE SKATING BACKGROUND CHECK

The National Center for Safety Initiatives (NCSI) is the authorized search organization that performs the background searches 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). Additionally, due to the more rigorous search requirements mandated by the USOPC’s new background policy, 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 time period.

The background checks are \$30 and valid for two seasons, the season it was completed in plus one additional.

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 at least 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, simply select “No”.




You will also need to answer a series of yes/no questions regarding your criminal history. An answer of yes to any of these questions will require details concerning where and when the incident occurred.

We recommend using Google Chrome to complete your background screen. Internet Explorer is known to not render the process/program.

Please utilize the instructions below if you think you may need help through the process.

1. To begin, go to U.S. Figure Skating [Members Only](#) and sign in with your membership number and password.
2. Click the red “Compliance is NOT COMPLETE” bar. This will navigate you to the Compliance tab.
3. The compliance section will indicate what is complete, in progress or not started.
4. Click Begin button for the Background Check.

Member Compliance

	Membership (Valid Thru 6/30/2020)	
	Background Check (Not Started)	Begin
	SafeSport Online Training (Not Started)	Begin

5. You will be asked to check your name, your date of birth and your U.S. Figure Skating member number:

BACKGROUND CHECK x


The background check is processed through the National Center for Safety Initiatives (NCSI), a private company contracted by many U.S. Olympic Committee National Governing Bodies. By clicking “Continue,” you will be directed to the web page of the 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 number and member profile. Personal information entered through the NCSI background check will be stored securely. Review [NCSI’s data security policy](#).

If you are not in the correct account, log out and log in with the appropriate account information.
If your Date of Birth is incorrect or blank, click Edit then 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

[Edit](#)

By continuing, you agree the information above is accurate and is the person the background check will be conducted on. There will be no refunds for payments made or results for the wrong member. You will need the following information for the background check:

1. Your Social Security Number
2. 5 years of address history
3. Electronic copy of your drivers license or passport (Tip: take a picture of it with your phone and email it to yourself. Then you can download the photo to upload to the NCSI site)

Please see security message above regarding personal identifying information.

- 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.

The image shows a registration form titled "BACKGROUND SCREENING REGISTRATION FOR U.S. FIGURE SKATING". It contains two questions: "Is this your first time using NCSI for a background screen?" and "Do you have a valid U.S. Social Security Number?". Each question has radio buttons for "Yes" and "No". A "Submit" button is located at the bottom center of the form.

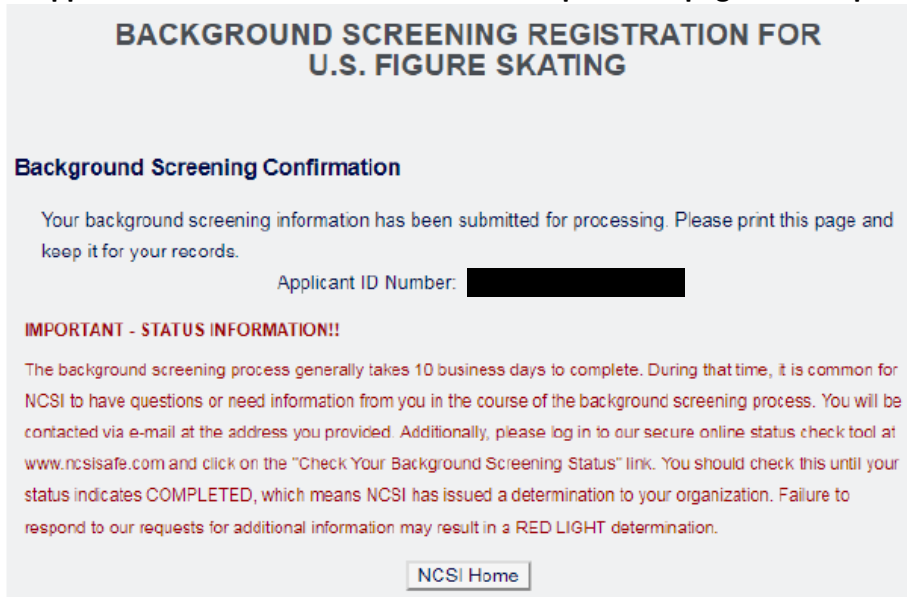
If nothing happens, be sure that you have Pop Ups enabled for that site within your Internet browser.

If you’re not sure how to do this, utilize a search engine and search for “How do I enable pop ups on [name of browser]”. Be sure you know which browser you’re trying to use – Google Chrome, Microsoft Edge, Internet Explorer, Safari, Firefox, etc.

If you have multiple browsers available on your device, you can also try utilizing a different browser to see if that solves the problem.

If you continue to have issues, please contact productsupport@usfigureskating.org.

7. Follow the instructions on the National Center for Safety Initiatives website to complete your background check. 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.



You should also receive a confirmation email from clientservices@ncsisafe.com

IMPORTANT - STATUS INFORMATION

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. NCSI will contact you directly with instructions on this process should an international screen be required.

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' on the bottom of the screen to check the status of your background screening. You should check this until your status indicates COMPLETED, which means NCSI has issued a determination to your organization.

IMPORTANT – POSSIBLE FOLLOW UP

While your background check is being processed, it is common for NCSI to have questions or need more information from you. If this is the case, you will be contacted by NCSI, not U.S. Figure Skating, via email at the address you provided. Please keep an eye out for such emails, as it is critical that you provide the additional information to complete the process. Failure to respond to NCSI's requests for additional information may result in a RED-LIGHT determination.

IMPORTANT – 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. To appeal the red light determination you must send an email to U.S. Figure Skating General Counsel, John Anderson, at janderson@usfigureskating.org with a cc: to safesport@usfigureskating.org. The email should fully detail the circumstances that led to the red light determination and must also include a statement that you have had no other criminal issues arise since the incident flagged in your background check. If criminal issues are currently pending or on-going, please also clearly detail the facts surrounding them in your appeal email.

If you successfully appealed a red light finding last year and your circumstances have not changed, you may reuse your previous appeal statement by copying and pasting it into a new email and sending to those listed above.