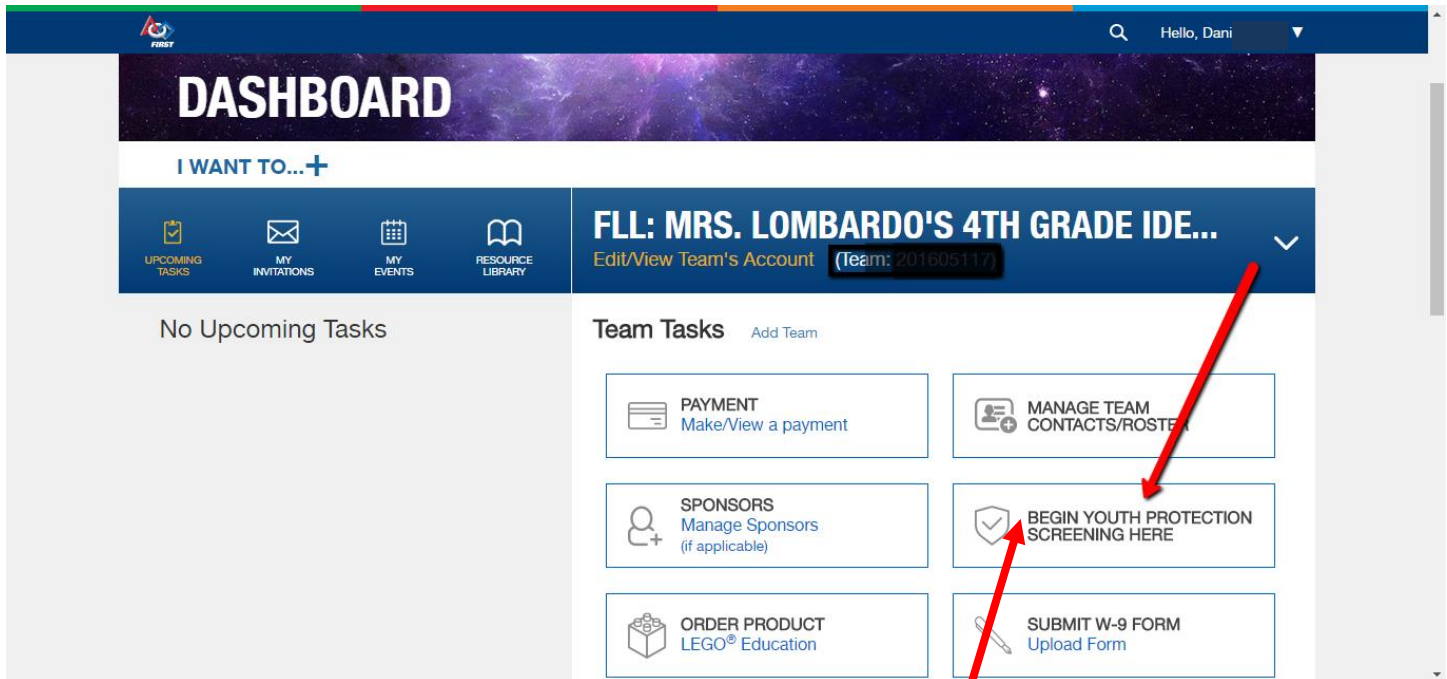


## Access *FIRST* background screening from within your *FIRST* Account.

**#1.** Select the Youth Protection Screening Policy on your *FIRST* Account dashboard. This will open the Verified Volunteer (*FIRST*'s screening agency) website to complete the screening process.



**NOTE:** This tab will not appear on your dashboard until:

1. You have completed ALL required fields in your *FIRST* account.
2. You have accepted an invitation to participate in a role that requires screening (Lead 1 or Lead 2 Coach/Mentor).

OR


3. You have accepted a role on a team and Lead Coaches/Mentors have requested that you complete the screening process and have sent you a computer generated email with a link to access screening.

Below is the first screen you will see at Verified Volunteers when you access the site for the first time.

If you began the process and are returning to complete your screening order, the screen will say “Welcome back, (your name)!”

The first time you access the Verified Volunteers site, you are asked to enter three (3) pieces of information (email address, date of birth, and home zip code). **You MUST enter the data exactly as you used in your *FIRST* account.** If you receive an error message saying the “Unable to validate” go back to your *FIRST* account and proof for errors/typos.

If you find an error/typo in a locked field, send a change request to [safetyfirst@firstinspires.org](mailto:safetyfirst@firstinspires.org). **Please include what is currently listed in your *FIRST* account and how it should be changed.**



**Welcome to Verified Volunteers!**

Now that you have registered with **US FIRST**, you will need to create an account with **Verified Volunteers** before placing your background check order.

For security purposes only, please enter a few details about yourself below using the same data that was entered during your registration with US FIRST.

**Your Information**

Email Address\*

**Date of Birth**

Month\*  Day\*  Year\*

**5-Digit Zip Code**

5-digit ZIP Code\*

[Continue >](#)



## Great! Your information has been validated.

Please create your **Verified Volunteers** username and password in order to begin your background check order process.

Username & Password  
Requirements



WITH VERIFIED VOLUNTEERS, YOUR  
INFORMATION IS **SECURE**  
[Learn More](#)

Security questions  
**OPTIONAL**

Terms of Service  
**REQUIRED**

- ☐ Set up security questions now
- ☐ By checking this box, I accept and agree to comply with the Client Terms of Service or Verified Volunteer Terms of Service, and the Privacy Policy and Terms of Use posted on the Site.

Create Account >

The background check ordering process is broken into four steps:

## Step 1

### 4 Easy Steps to Getting Verified

FIRST requires you to have a background check to volunteer



A **V2 Advanced Criminal Locator Check** will be conducted on you.

[Learn More](#)

Cost of Background Check: \$

FIRST Will Pay: \$

*In areas where administrative courts charge Verified Volunteers fees for access to information, the fees will be passed along and the amount will be reflected in the total cost during Step 4 of the order process.*

#### Step 1 of 4

This short process should take you between 2-3 minutes to enter your information so we can get your order submitted.



WITH VERIFIED VOLUNTEERS, YOUR  
INFORMATION IS **SECURE**

[Learn More](#)

\* denotes required information

**Your Given Name** [Learn More](#)

First Name\*

**Your Middle Name**

Middle Name\*

☐ I don't have a middle name

**Your Surname** [Learn More](#)

Last Name\*

**Your Suffix**

Suffix

**Your Date of Birth**

Month\*

Day\*

Year\*

**Your Social Security Number**

SSN\*

XX\*

XXXX\*



WITH VERIFIED VOLUNTEERS, YOUR  
INFORMATION IS **SECURE**

[Learn More](#)

☐ No SSN

**Social Security Number  
OPTIONAL**  
Select "No SSN"

**Gender**

Gender\*



**Contact Information**

Phone Number\*

Email Address\*

► Save & Continue




## Step 3

### 4 Easy Steps to Getting Verified

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. **FIRST** is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

#### Step 3 of 4

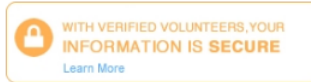
You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.




 Print Consent and Rights

#### Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your volunteer application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:



- ☒ **California, Massachusetts, Minnesota, New Jersey and Oklahoma Volunteers Only: Check the box to the left if you would like a free copy of your background report from Verified Volunteers. Please note that you can access your completed report at any time through your Profile.**
- ☒ I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." 
- ☒ I have read the Disclosure Regarding Volunteer Background Report provided by Verified Volunteers and this Authorization to Obtain Volunteer Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, (855) 326-1860 option 1, [www.verifiedvolunteers.com](http://www.verifiedvolunteers.com), of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making a volunteer decision involving me at any time after receipt of this authorization and throughout my volunteerism, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Verified Volunteers and/or the organization itself, and authorize Verified Volunteers to provide such information to the organization. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. 
- ☒ I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents. 

Your Given Name

Your Surname

Back

 Continue

### Step 4

## 4 Easy Steps to Getting Verified

## Confirm your personal information is correct

Name:

SSN: I

Gender:

DOB:

Phone:

Email:

Must confirm to proceed

☒

The Information above is correct.

◀ [Go Back & Edit](#)

## Step 4 of 4

Last step! Please review your personal information carefully and then provide payment information as necessary.



WITH VERIFIED VOLUNTEERS, YOUR  
INFORMATION IS **SECURE**

[Learn More](#)

**Please consider helping *FIRST*® cover the cost of your background check.**

The cost to *FIRST* for is \$\_\_\_\_\_ per person. Please consider contributing some or all of the cost. Any and all donations are truly appreciated.

Please check with your tax advisor as any contribution you make may be tax deductible!

**Donation**  
**OPTIONAL**

1

I will pay \$  to cover FIRST's cost of the order.

9

Not at this time

### Sign up for the Volunteer Fast-Pass

**Yes!** I would like to purchase the Fast-Pass for \$4.00.

1

No thank you.

### ➕ What's a Fast-Pass?

**⊕ Who can I share my Fast-Pass with? Take a peek!**

**Your Background Check Order # 9134**

 Questions

Item	Source Fee	Price
Level 2: Advanced Criminal History Record Locator Search		\$
Government Watch List Search (OFAC)		Included
50 State DOJ Registered Sex Offender Search		Included
MN State Criminal Search		Included
<hr/>		
Total cost of Background Check		\$
Amount Paid by FIRST		
Donation		
Volunteer Fast-Pass		
<hr/>		
Sub-Total		\$
Tax		\$
<hr/>		
Amount paid by me		\$

**▶ Continue to Payment**

Once your background screening order is placed, you will receive an email from [theadvocates@VerifiedVolunteers.com](mailto:theadvocates@VerifiedVolunteers.com). When the background check is complete you will receive another email with a link to log into your Verified Volunteers account where you may review your background check report.

