



## Volunteer Background Investigation Instructions

A background investigation is a requirement for the 4-H Volunteer program. Failure to complete these requirements will prevent you from volunteering at this organization.

### STEP 1: What to do if you need a Background Investigation?

Below are step-by-step instructions for accessing Application Station to authorize and pay for a background investigation.

1. Click the link below or paste it into your browser:  
<http://www.applicationstation.com>
2. Enter the Code: **MSSTATEVOLUNTEER** in the Application Station Code field.
3. Click the "SIGN UP NOW" button to create an account.
4. Follow the instructions on the Application Station web site.

Information and documents you will need to complete the application:

1. Social Security Number
2. Previous Addressees and dates
2. Driver's License
3. Credit Card

**Note – please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your background investigation report.**

If you encounter issues with the Application Station or have questions regarding the site, please contact Truescreen's Help Desk at 888-276-8518, ext. 2006 or [itsupport@truescreen.com](mailto:itsupport@truescreen.com).

Background Investigations are completed, on average, within 3 to 5 business days. Once completed, you will receive an email from Truescreen. Follow the link in the email to access Application Station to view the report. To access the site use the same username and password created at the time you submitted your background check. Application Station includes instructions for disputing information included in the background check should you feel anything is incorrect.

The initial background investigation consists of the search components listed below. All records are searched by primary name, primary address, and all addresses lived within the past seven years.

- Social Security Number Validation and Verification
- County Criminal Records Search – all counties of residence lived in the past 7 years
- National Sexual Offender Registry Search
- National Criminal Database Search

The image shows two screenshots of the Application Station website. The top screenshot is the login page, which says "Welcome to Application Station. To proceed, please enter your Application Station Code. If you do not have an Application Station code, please contact the organization or individual that referred you to Application Station to obtain one. Thank you." It features a text input field for the "Application Station Code" with "MSSTATEVOLUNTEER" entered, and a "PROCEED >>" button. A "HELP" button is in the top right. A warning box states: "This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties." Below the input field are links for "Terms of Service / Privacy Policy / Copyright Feedback" and "Copyright © 2001 - 2014. All rights reserved. Vertical Screen, Inc." The bottom screenshot is the registration page, which says "Your Application Station Code has been accepted! Please take a moment to get acquainted with our system if this is your first visit. Select the HELP button to learn more about the processes involved and what steps are coming up. Click HERE to view System Requirements." It has two columns: "IF YOU ARE RETURNING:" with a "SIGN BACK IN" button, and "IF THIS IS YOUR FIRST TIME:" with a "SIGN UP NOW" button. A "HELP" button is in the top right. At the bottom, it says "To Learn more about the Application Station, see... HOW IT WORKS!" and "Terms of Use / Privacy Statement / Copyright Feedback" and "Copyright © 2001 - 2014. All rights reserved. Vertical Screen, Inc." Arrows from the text instructions point to the "PROCEED >>" and "SIGN UP NOW" buttons.

The cost of the Background Investigation is a *minimum* of \$24.00. The cost varies depending on additional criminal fees. At the onset, your credit card will be held for a maximum of \$50.00. You will be credited if no additional fees were required by the county, once the background check is complete. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation.

**APPLICATIONSTATION™** [HELP](#)

Terms Of Service

Please Read the terms and click I AGREE or I DO NOT AGREE at the bottom

TERMS OF SERVICE

THIS TERMS OF SERVICE AGREEMENT (THIS "AGREEMENT") IS BETWEEN VERTICAL SCREEN, INC. ("VERTICAL SCREEN") AND YOU.

1. Use of the Service. Upon acceptance of the terms of this Agreement and registration as a user, Vertical Screen will permit you to access and use Vertical Screen's web-deployed employment application submission service (the "Service") by accessing Vertical Screen's web site (the

To save a copy of this Agreement to disk, click [HERE](#).  
To review our current privacy policy, click [HERE](#).

Terms of Service / Privacy Policy / Copyright

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Read the terms and click I AGREE or I DO NOT AGREE

**APPLICATIONSTATION™** [HELP](#)

Get a signin ID and password for access to Application Station services.

[Back To Home](#)

Your Name Must be between 4 and 30 characters.

Enter your User Name

Access: You will use your User Name to access your information if you choose to return later.

If you have an email address, this should use it as your User Name. If not, just insert a User Name that is unique.

Enter your Email Address

This will be used to identify/verify security purposes if you forget your User Name.

Password Must be between 6 and 30 characters and contain at least 1 number.

Choose a password

Do not use your password.

**\*\*\* Please make a strong password, it will not be displayed again.**

The Security Question must be at least six (6) characters long.

Security Question

Forget your password? If you forget your password, we can identify you with this information.

The Security Answer must be at least six (6) characters long.

Your Answer

By submitting your registration information, you indicate that you agree to the Terms of Service and have read and understand the Privacy Policy and our Privacy Information. Your submission of this form will constitute your consent to the collection and use of the information and the transfer of the information to other countries for processing and storage by Vertical Screen, Inc. and its affiliates. You also agree to receive required administrative and legal notices.

Terms of Service / Privacy Policy / Copyright / Feedback

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Enter a username, password, and security

Then click SUBMIT

**APPLICATIONSTATION™** [HELP](#)

Congratulations!  
Your Account was created successfully!  
Here is your account information

You can use the information below to Sign In.

Just click the Sign In button and follow the instructions below:

1. Enter the "Your User Name:" value below in the Sign In Page's "User Name" box.

Your User Name:

Access

You will use your user name and password to access your information if you choose to return later.

Your Security Question:

Terms of Service / Privacy Policy / Feedback

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SIGN IN

APPLICATIONSTATION™ HELP

Please enter your user name and password.

Items

User Name:

Password:

[Click Here If You Forget Your Username](#)  
[Click Here If You Forget Your Password](#)

**Enter user name and password** **SIGN IN**

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 Feedback

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truescree™ EXIT SITE  
HELP

How It Works!

General  **1**

Alias

Other Address

Drivers License

Conviction

Release

Complete

Final Submit

**2**

Payment & Review

**3**

Complete And Print

**BEGIN PROCESS**

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truescree™ EXIT SITE  
HELP

How It Works!

General

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Final Submit

**ADDITIONAL NAMES**  **required information**

Instructions: Please enter additional names you have been known as. Include maiden name if applicable. To list an additional name, please enter at least First Name and Last Name.

First Name	Middle Name	Last Name	Suffix Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**Enter additional names you have been known as. Includes maiden name if applicable.**

**Click NEXT**

Terms of Use / Privacy Statement / Copyright  
 Feedback

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**PREVIOUS ADDRESSES** \* required information

Institutions, Please enter your previous addresses below. To list your previous address, please enter at least Address 1, City, State, Zip Code, Country, eight month followed by the 4 digit year. For example, 01/1000 to 02/1000

Note: If your State/Province is not listed, Please select Other and use the City/Town field to enter your State/Province.

Address 1	Address 2	City/Town	State/Province	Zip/Postal Code	Country	Dates
1			[Select One]	[Select One]	[Select One]	/ / to /
2			[Select One]	[Select One]	[Select One]	/ / to /
3			[Select One]	[Select One]	[Select One]	/ / to /
4			[Select One]	[Select One]	[Select One]	/ / to /
5			[Select One]	[Select One]	[Select One]	/ / to /
6			[Select One]	[Select One]	[Select One]	/ / to /
7			[Select One]	[Select One]	[Select One]	/ / to /

Then click NEXT

**ADD LICENSE** ...Click Here to add more Driver License Records

Note: If you have never held a Driver License, please click the "I have never been Licensed" checkbox.

I have never been Licensed.

State	License #	Change
Mississippi		Change

Check Yes if you have ever been convicted of a Felony or Misdemeanor crime

**COURTS** \* required information

Yes  No Have you ever, under your name or another name, been convicted of, or pleaded guilty or no contest to a Felony or Misdemeanor crime, excluding juvenile adjudication, convictions which have been expunged or sealed by a court, or any misdemeanor convictions for which any probation has been completed and the case dismissed by the court?

If "yes," please click the Add Button to explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Click Here to Add more Conviction Records

City	State	Charge	Charge Date	Change
------	-------	--------	-------------	--------

Check Yes if you have ever been convicted of a Felony or Misdemeanor crime

OR

Yes  No Have you ever, under your name or another name, been convicted of, or pleaded guilty or no contest to a Felony or Misdemeanor crime, excluding juvenile adjudication, convictions which have been expunged or sealed by a court, or any misdemeanor convictions for which any probation has been completed and the case dismissed by the court?

If "yes," please click the Add Button to explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Click Here to Add more Conviction Records

City	State	Charge	Charge Date	Change
------	-------	--------	-------------	--------

Check No if you have not been convicted of a Felony or Misdemeanor crime

If Yes then Click + ADD to explain in detail

**COURTS** \* required information

Yes  No Have you ever, under your name or another name, been convicted of, or pleaded guilty or no contest to a Felony or Misdemeanor crime, excluding juvenile adjudication, convictions which have been expunged or sealed by a court, or any misdemeanor convictions for which any probation has been completed and the case dismissed by the court?

If "yes," please click the Add Button to explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Click Here to Add more Conviction Records

City	State	Charge	Charge Date	Change
------	-------	--------	-------------	--------

If "yes" please click Add Button to explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation

Read over the Release Form

- How It Works!
- General
  - Akas
  - Other Address
  - Drivers License
  - Conviction
  - Release
  - Complete
  - Final Submit
- LEGEND:
- NEEDS WORK
  - COMPLETED
  - CURRENT

◀ BACK    NEXT ▶

**RELEASE**

**RELEASE AUTHORIZATION AND FAIR CREDIT REPORTING ACT DISCLOSURE [VOLUNTEERS]**

The applicant, a volunteer, acknowledges that this company may now, or at any time while applicant volunteers for the company, shall verify information within the application. In the event that information from the report is utilized in whole or in part in making an adverse decision, before making the adverse decision, we will provide to you a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

Please be advised that we may also obtain an *investigative consumer report* including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your present and previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the investigation requested.

Additional information concerning the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq., is available at the Federal Trade Commission's web site <http://www.ftc.gov>. For more information, including information about additional rights, go to <http://www.consumerfinance.gov/learnmore> or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

By signing below, I hereby authorize all entities having information about me, including present and former employers, personal references, criminal justice agencies, departments of motor vehicles, schools, licensing agencies, and credit reporting agencies, to release such information to the company or any of its affiliates or carriers. I acknowledge and agree that

7. Brokers and Dealers	100 F Street NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20560 (877)382-4357

Enter your name  \* Agree  \*

Date:  (mm/dd/yyyy) \*

Click Agree

Please click into the Signature field and use your mouse to sign the form.

Save Signature Erase

*Sylvia Blank*

Please sign in area above and click Save Signature!

If you don't see the Silverlight icon or the Signature box above, please click this link to install it <http://go.microsoft.com/fwlink/?LinkID=124807>

The Microsoft Silverlight application is required to enable you to Electronically sign your application. Please contact your administrator to assist you with downloading the Silverlight software.

Date: [01/29/2014] (mm/dd/yyyy) \*

Please click into the Signature field and use your mouse to sign the form.

Save Signature Erase

*Sylvia Blank*

Please sign in area above and click Save Signature!

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If you are still unable to download Silverlight, please check [HERE](#) to proceed.

◀ BACK    NEXT ▶

Date: [01/29/2014] (mm/dd/yyyy) \*

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◀ BACK    NEXT ▶

Click Save Signature

Click Next

**truescreen™**

EXIT SITE  
HELP

How It Works:

General

Akas

Other Address

Drivers License

Conviction

Release

Complete

Final Submit

LOGGED IN

REVIEW LOGIN  
COMPLETED  
SUBMIT

← BACK → NEXT →

**REVIEW EACH SECTION**

Please review the summary information below. If you find any errors or wish to modify a section, use the section links to go back and edit your information. Once you have reviewed and are satisfied with your data sheet, you may click submit.

PROCEED

**Your Datasheet Summary**

General Section - Change

Last Name  
First Name  
Middle Initial  
Suffix Name  
Country  
Address 1  
Address 2  
City/Town  
State/Province  
Zip Code/Postal Code  
U.S. ZIP  
Is not valid U.S.  
CDMR  
Date of Birth  
Phone 1  
Phone 2  
Email Address

Akas Section - Change

Name 1  
Name 2  
Name 3  
Name 4  
Name 5  
Name 6  
Name 7

Other Addresses Section - Change

Address 1  
Address 2  
Address 3  
Address 4  
Address 5  
Address 6  
Address 7

Driver License Section - Change

Have never been Licensed: No

License Number:  
00000000

Review the summary information. If you find errors or wish to modify a section, use the section links to go back and edit your information. Once you have reviewed and are satisfied with your data sheet, you may click SUBMIT.

**truescreen™**

EXIT SITE  
HELP

How It Works:

General

Akas

Other Address

Drivers License

Conviction

Release

Complete

Final Submit

LOGGED IN

REVIEW LOGIN  
COMPLETED  
SUBMIT

← BACK → NEXT →

**FINAL SUBMIT**

If you wish, you may go back and review the information you have supplied one more time for accuracy and completeness. To review the information you have entered, click the "Complete" link on the left hand side of the page.

If you are satisfied with the information you have supplied, click "Proceed to Payment" to provide PAYMENT INFORMATION.

Please Note that when you click Proceed to Payment:

- You will be prompted for payment information. Once processed, your Order will be completed and you will NOT be able to make any modifications to the information you have supplied.
- Your credit card will be authorized: \$100.00(USD).  
\*Please Note: The actual charge for your report may vary based on search fees. Your report fee will NOT EXCEED \$100.00(USD) but may be less.
- If your background report is initiated, you will be notified via email when the report is complete. The report is generally completed in 3 to 5 business days, but may be delayed due to circumstances outside of our control. The email address you have provided is: sclark@ext.msstate.edu. If this is invalid, please click the General section link and update the email address field.
- Once notified you may log back in to Application Station using your Username, Password, and ApplicationStation code to view the results of your report.
- Charges will appear on your statement as Vertical Screen Inc. or as a shorter version: "Vertical Scr", depending on your statement's format. Please also note that the actual charge amount may be less than the authorization amount. If you have questions about a charge, please contact Application Station Support at 888-291-1369 x2000.

PROCEED TO PAYMENT

click PROCEED TO PAYMENT

click PROCEED TO PAYMENT

**truescreen™**

EXIT SITE  
HELP

How It Works:

General

Akas

Other Address

Drivers License

Conviction

Release

Complete

Final Submit

LOGGED IN

REVIEW LOGIN  
COMPLETED  
SUBMIT

← BACK → NEXT →

**PAYMENT**

Instructions: Please complete the information below. Required Information

Please Note:

- The maximum fee for your investigation will be \$100.00(USD). Your investigation fee may be less than \$100.00(USD) based on applicable search charges, but will not exceed it.
- Charges will appear on your statement as Vertical Screen Inc. or as a shorter version: "Vertical Scr", depending on your statement's format. Please also note that the actual charge amount may be less than the authorization amount. If you have questions about a charge, please contact Application Station Support at 888-291-1369 x2000.
- If using a CREDIT card, the authorization will post to your account today. Your Credit Card will then incur a second capture fee when Vertical Screen, Inc. completes the background checking process. Vertical Screen, Inc. will post the full authorization to your CREDIT card immediately. Depending on your bank the funds may take 24-48 hours to post.

NOTE: Please note, if you use PayPal as your preferred method of payment, we do not charge a credit card fee. Please do not close the PayPal pop up window until your transaction is complete. If you would like to cancel your transaction at any time please click the Cancel and Return to Vertical Screen button.

What is PayPal?

VISA  
MasterCard  
Discover

Select either Paypal or Credit Card

The cost of the Background Investigation is a minimum of \$24.00. The cost varies depending on additional criminal fees. At the onset, your credit card will be held for a maximum of \$50.00. You will be credited if no additional fees were required by the county, once the background check is complete. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation.

The cost of the Background Investigation is a minimum of \$24.00. The cost varies depending on additional criminal fees. At the onset, your credit card will be held for a maximum of \$50.00. You will be credited if no additional fees were required by the county, once the background check is complete. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation.

Select either Paypal or Credit Card

## How It Works!

- General
- Alias
- Other Address
- Drivers License
- Connection
- Release
- Complete
- Final Submit

- LEADS
- SEARCH LEADS
- CHECK & FEE
- CURRENT

[BACK](#) [FORWARD](#)  
**PAYMENT** required information

Instructions: Please complete the information below.

**Please Note:**

- The maximum fee for your investigation will be \$100.00(USD). Your investigation fee may be less than \$100.00(USD) based on applicable search charges, but will not exceed it.
- Charges will appear on your statement as Vertical Screen Inc. or as a shorter version: "Vertical Sc", depending on your statement's format. Please also note that the actual charge amount may be less than the authorization amount. If you have questions about a charge, please contact Application Station Support at 888-201-1329 x2056.
- If using a DEBIT card, the authorization will post to your account today. Your Debit Card will then incur a second capture fee when Vertical Screen, Inc. completes the background checking process. Vertical Screen, Inc. will post the full authorization back to your DEBIT card immediately. Depending on your bank the funds may take 24-48 hours to post.

**NOTE:** Please note, if you use PayPal as your preferred method of payment, we do not accept Bill Me Later!! Please do not close the PayPal pop-up window until your transaction is complete. If you would like to cancel your transaction at any time please click the Cancel and Return to Vertical Screen link.

 What is PayPal?

Card Type:

Card Number:

Card Expiration Date:

Security Code:   [Click for help locate](#)

First Name on Card:

Last Name on Card:

Card Billing Address

Billing Address 1:

Billing Address 2:

Billing City:

Billing State:

Billing Zip Code:

[SUBMIT](#)

The cost of the Background Investigation is a *minimum* of \$24.00. The cost varies depending on additional criminal fees. At the onset, your credit card will be held for a maximum of \$50.00. You will be credited if no additional fees were required by the county, once the background check is complete. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation.

