



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: <u>http://www.applicationstation.com</u>
- 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

APPL CATIONSTATION" 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 This is a restricted computer system. It is for authorized use only. Use of this system monitoring and auditing. Una and may be subject to crimin on Station Code: MSSTATEVOLUNTEEF Ferms of Service / Privacy Policy / Copyright Feedback Copyright © 2001 - 2014. All rights reserved. Vertical Screen. Inc CATIONSTATION Application Station Code has been accepted! Please take a uainted with our system if this is your first visit. Select the n to learn more about the processes involved and are coming up. Click <u>HERE</u> to view System Require HELP bu **IF YOU ARE RETURN** IF THIS IS YOUR FIRST TIME: To Learn more about the Application Sta HOW IT WORKS! Privacy State Feedback Copyright @ 2001 - 2014. All rights reserved. Vertical

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 <u>itsupport@truescreen.com</u>.

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 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.

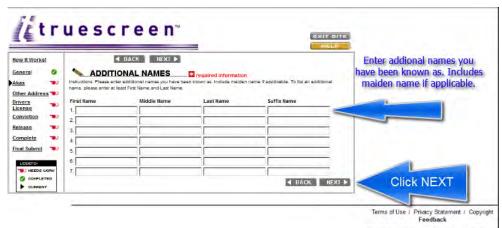




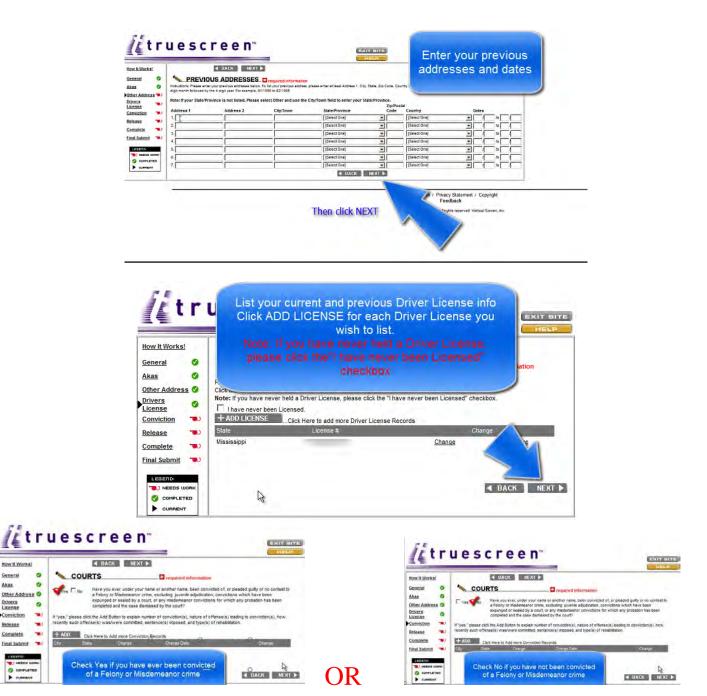




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If Yes then Click + ADD to explain in detail

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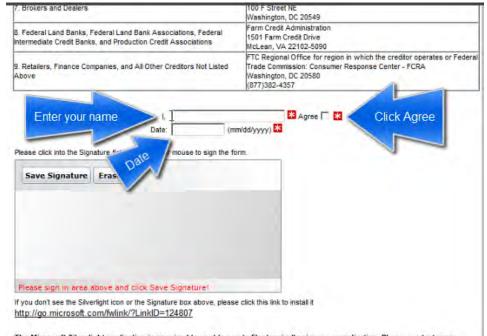
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Final Submit -

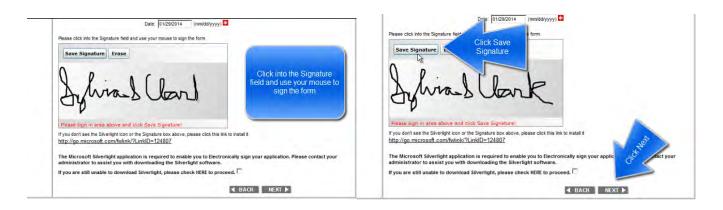
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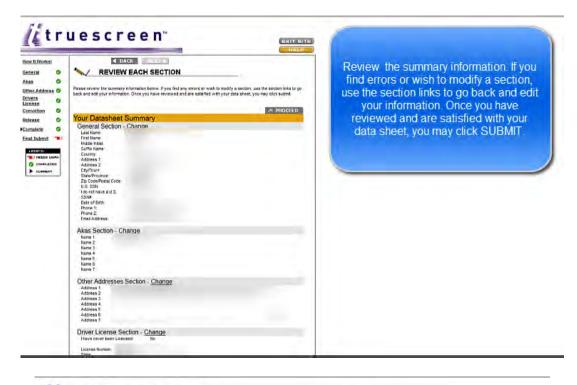


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Release 🔊	information within the application, in the event that information from the report is utilized in whole or in part in making an adverse decision, before making the adverse decision, we will provide to you a copy of the consumer report and a description in writing of your rights under the Fair				
Complete 🖜	Credit Reporting Act, 15 U.S.C. § 1681 et seq.				
Final Submit	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				
LEGEND:	disclosure of the nature and scope of the investigation requested.				
COMPLETED	Additional information concerning the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seg., is available at the Federal Trade Commission's we	eb site			
CURRENT	http://www.ftc.gov. For more information, including information about additional rights, go to http://www.consumerfinande.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. Io release such information to the company or any of its affiliates or carriers. I acknowledge and agre	aa tha			



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.





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