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://applicationstation.truescreen.com](http://applicationstation.truescreen.com)
2. Click the “SIGN UP” button to create an account.
3. Read and Agree to the Consent Form.
4. Follow Instructions to create an account.
5. Verify Account by entering in the code sent to your email.
6. Login to your account with username and password.
7. Verify your security question.
8. Enter the Code: MSSTATEVOLUNTEER in the Application Station Code field.
9. Click the “Continue” button.
10. 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 Addressee and dates
3. Driver’s License
4. 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 888-291-1369, ext. 2006 or 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 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.
Enter additional names you have been known as. Includes maiden name if applicable.

Click NEXT

Enter your previous addresses and dates.

Click NEXT

Click in the box after reading the DISCLOSURE, then click NEXT.
After reading the Disclosure, click in the box.

Click in this box stating that you are not a resident of California.

Scroll to the bottom of the notice and click in the box.

Click NEXT.
Click in this box stating that you are not a resident of New Jersey

Scroll to the bottom of the letter and click in the box.

Enter your name

Click Agree
Scroll to the bottom of the SUMMARY OF RIGHTS and click in the box.

This box appears when you click on “CLICK HERE TO SIGN.” Click in the signature field and use your mouse to sign the form, then click APPLY SIGNATURE.
Review the Datasheet Summary. You are able to make changes to your information, if necessary.

### Your Datasheet Summary

#### General Section - Change

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Suffix Name</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Address 1</td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>U.S. Ssn</td>
<td></td>
</tr>
<tr>
<td>Have a U.S. Ssn</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Phone 1</td>
<td></td>
</tr>
<tr>
<td>Phone 2</td>
<td></td>
</tr>
</tbody>
</table>

#### Akas Section - Change

<table>
<thead>
<tr>
<th>Name 1</th>
<th>Name 2</th>
<th>Name 3</th>
<th>Name 4</th>
<th>Name 5</th>
<th>Name 6</th>
<th>Name 7</th>
</tr>
</thead>
</table>

#### Other Addresses Section - Change

<table>
<thead>
<tr>
<th>Address 1</th>
<th>Address 2</th>
<th>Address 3</th>
<th>Address 4</th>
<th>Address 5</th>
<th>Address 6</th>
<th>Address 7</th>
</tr>
</thead>
</table>

Click PROCEED

### Final Submit

Click PROCEED TO PAYMENT

1. 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.

2. Your credit card will be authorized: $50.00 (USD).

3. You will also be notified via email when the report is complete. The report may be 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: yourname@yourdomain.com. If this is invalid, please click the General section link and update the email address field.

4. Once notified you may log back in to Application Station using your Username, Password, and Application Station code to view the results of your report.

5. Charges will appear on your statement as Vertical Screen Inc. or as a shorter version: "VerticalScr." 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 Applicant Services at 044-817-0416.
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