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.truescreen.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 Address(es) 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 888-276-8518, 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 your previous addresses and dates

Then click NEXT!

List your current and previous Driver License info
Click ADD LICENSE for each Driver License you wish to list.
Note: If you have never held a Driver License, please click the "I have never been a Licensee" checkbox.

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

OR

If Yes then Click + ADD to explain in detail
**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, 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 conducting 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.


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 licensees. I acknowledge and agree that

Enter your name

Date

Click Agree

Please sign in area above and click Save Signature!

If you don’t see the Silverlight icon, please click this link to install it: http://go.microsoft.com/fwlink/?LinkID=124967

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.

Click into the Signature field and use your mouse to sign the form

Click Save Signature

Click on Save Signature

If you are still unable to download Silverlight, please check MSIE is installed.

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