



## 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

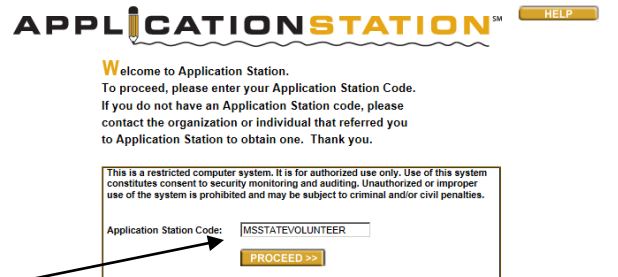
**Note – please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your background investigation report.**

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



**APPLICATIONSTATION** SM [HELP](#)

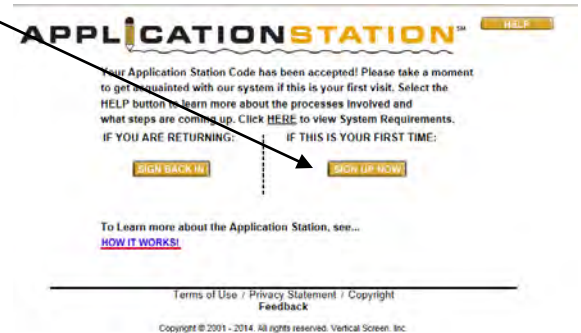
Welcome to Application Station.  
To proceed, please enter your Application Station Code.  
If you do not have an Application Station code, please contact the organization or individual that referred you to Application Station to obtain one. Thank you.

This is a restricted computer system. It is for authorized use only. Use of this system 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.

Application Station Code:

[PROCEED >>](#)

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[Feedback](#)  
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**APPLICATIONSTATION** SM [HELP](#)

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.

IF YOU ARE RETURNING: [SIGN BACK IN](#) IF THIS IS YOUR FIRST TIME: [SIGN UP NOW](#)

To Learn more about the Application Station, see...  
[HOW IT WORKS!](#)

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[Feedback](#)  
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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** TM [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 "Site").

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

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

**APPLICATIONSTATION** TM [HELP](#)

### Get a sign in 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

If you need an email address, this should use I as your User Name. If not, just select a User Name that is unique.

Enter your Email Address

(This will be used for identification and security purposes if you forget your User Name)

Choose a password

Remember: Password must be between 8 and 30 characters and contain at least 1 number.

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

Security Question

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

The Security Question 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 this information to the United States or other countries for processing and storage by Vertical Screen, Inc. and its affiliates. You also agree to receive required administrative and marketing emails.

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Then click SUBMIT

SUBMIT

**APPLICATIONSTATION** TM [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:

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SIGN IN

210 FOR SYSTEMS

APPLICATIONSTATION™ [HELP](#)

Please enter your user name and password.

Items

User Name:

Password:

[SIGN IN](#)

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

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**truescreen™** [EXIT SITE](#) [HELP](#)

**How It Works!**

General [NEEDS WORK](#)  
 Alias [NEEDS WORK](#)  
 Other Address [NEEDS WORK](#)  
 Drivers License [NEEDS WORK](#)  
 Conviction [NEEDS WORK](#)  
 Release [NEEDS WORK](#)  
 Complete [NEEDS WORK](#)  
 Final Submit [NEEDS WORK](#)

**1 Complete Each Section**  
 Please note you will need a Credit Card for a maximum fee of \$450.00 USD. Note: This amount will not be refunded but may be used depending on the type of report being ordered.

**2 Payment & Review**  
 Once you have completed all of the sections you may review the information you have supplied on the "Complete" section. Please review it for accuracy and completeness. From here you may go back to any section to amend or add information. When you are satisfied with the information you have supplied, you may proceed to the "Final Submit" section.

**3 Complete And Print**  
 You have completed all of the sections and have reviewed each for completeness and accuracy. From this step you can go back and correct any inaccurate information. If you are satisfied with the information you supplied, click Final Submit. This will complete the process and provide you with a link to view the hard copy of the information you supplied. You may print this out if you wish. You may also log back in later to make other your report submitted.

[Now Accepting PayPal](#)  
 PayPal is the safer, easier way to pay online. [Learn More](#)

[BEGIN PROCESS](#)

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**truescreen™** [EXIT SITE](#) [HELP](#)

**How It Works!**

General [COMPLETED](#)  
 Alias [NEEDS WORK](#)  
 Other Address [NEEDS WORK](#)  
 Drivers License [NEEDS WORK](#)  
 Conviction [NEEDS WORK](#)  
 Release [NEEDS WORK](#)  
 Complete [NEEDS WORK](#)  
 Final Submit [NEEDS WORK](#)

**LEGEND:**  
 NEEDS WORK  
 COMPLETED  
 CURRENT

**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.			

[BACK](#) [NEXT](#)

[EXIT SITE](#) [HELP](#)

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How It Works! BACK NEXT

General Akas Other Address Drivers License Conviction Release Complete Final Submit

**PREVIOUS ADDRESSES** \* required information

Instructions: 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, 01/1990 to 02/1995.

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

BACK NEXT

Then click NEXT

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How It Works! BACK NEXT

General Akas Other Address Drivers License Conviction Release Complete Final Submit

**ADD LICENSE** \* required information

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

☐ I have never been Licensed.

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

State License # Change

Mississippi Change

BACK 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 Licensed" checkbox**

**truescreen™** EXIT SITE HELP

How It Works! BACK NEXT

General Akas Other Address Drivers License Conviction Release Complete Final Submit

**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.

**+ ADD** 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

BACK NEXT

OR

**truescreen™** EXIT SITE HELP

How It Works! BACK NEXT

General Akas Other Address Drivers License Conviction Release Complete Final Submit

**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.

**+ ADD** 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

BACK NEXT

If Yes then Click + ADD to explain in detail

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How It Works! BACK NEXT

General Akas Other Address Drivers License Conviction Release Complete Final Submit

**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.

**+ ADD** 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

BACK NEXT



Read over the Release Form

#### How It Works!

- General
- Akas
- Other Address
- Drivers License
- Conviction
- Release
- Complete
- Final Submit

LEGEND:  
 NEEDS WORK  
 COMPLETED  
 CURRENT

#### 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 20580 (877)382-4357

Enter your name

Date:  (mm/dd/yyyy) \*

\* Agree ☐ \*

Click Agree

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

Save Signature

Erase

Date

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 Clark

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

BACK NEXT

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Save Signature

Sylvia Clark

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BACK NEXT

Click Save Signature

Click Next

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EXIT SITE  
HELP

How It Works:

General ☒ ☒  
 Alias ☒  
 Other Address ☒  
 Drivers License ☒  
 Conviction ☒  
 Release ☒  
 Complete ☒  
 Final Submit ☒

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.

**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  
 I do not have a U.S. ZIP  
 Date of Birth  
 Phone 1  
 Phone 2  
 Email Address

Alias 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:  
 State:

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.

**itruescreen™**

EXIT SITE  
HELP

How It Works:

General ☒ ☒  
 Alias ☒  
 Other Address ☒  
 Drivers License ☒  
 Conviction ☒  
 Release ☒  
 Complete ☒  
 Final Submit ☒

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:

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: \$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.
3. 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.mastate.edu. 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: "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 888-291-1269 x2008.

PROCEED TO PAYMENT

click PROCEED TO PAYMENT

**itruescreen™**

EXIT SITE  
HELP

How It Works:

General ☒ ☒  
 Alias ☒  
 Other Address ☒  
 Drivers License ☒  
 Conviction ☒  
 Release ☒  
 Complete ☒  
 Final Submit ☒

PAYMENT

Introduction: 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 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 888-291-1269 x2008.
- 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 back 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 post 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.

PayPal What is PayPal?  
 VISA MasterCard DISCOVER

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**



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### 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 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 888-201-1389 x2056.
- 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 back 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 accept bill by 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:

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.