



## USA Pickleball Criminal Background Screening Frequently Asked Questions

### General Screening Information

(December 10, 2021)

This document contains FAQ's or details for the following:

- **General Screening**
- **Registration for Screening**
- **Costs & International Screens**
- **Status and Results**
- **Screenshots of Screening Process**
- **Screenshots of Additional Request Process**
- **Ambassador Feedback ("*testimonials*")**

### General Screening

**Q: Who must complete the background screening?**

**A:** All USA Pickleball Board Members, USAP Staff, USAP Contractors and USAP Ambassadors over the age of 18 must successfully complete criminal background screening. Individuals who have not completed the criminal background screening do not meet the eligibility requirements to represent USA Pickleball in these capacities.

**Q. Why is USA Pickleball conducting background screening for ambassadors?**

**A:** USA Pickleball is committed to the safety of athletes and participants involved in the sport of pickleball. As with most national governing bodies, USAP requires background checks in order to foster a safe environment to others when representing USA Pickleball and protect persons at risk, including, but not limited to, minors and vulnerable adults.

**Q: Who is NCSI?**

**A:** NCSI, known as the Gold Standard provider of background screening programs for youth serving organizations, is the authorized provider for USA Pickleball's national screening program. NCSI has been a trailblazer in youth protection for nearly two decades and is recognized by the National Council of Youth Sports for its pioneering work. NCSI provides services to the United States Olympic & Paralympic Committee, as well as to more than 60 national governing bodies in sport. NCSI is accredited by the Professional Background Screeners Association and has offices in Cleveland, Ohio and Marietta, Georgia.

**Q: Who do I contact if I have questions about my criminal background screening?**

**A:** Please reach out to NCSI with any questions or concerns you may have. NCSI can be reached via email: [support@ncsisafe.com](mailto:support@ncsisafe.com) or by calling **866-996-7412**. NCSI's normal business hours are Monday through Friday from 9:00 a.m. - 5 p.m. Eastern Time. We will typically respond to you the same day or within one business day.

**Q: How much time will it take for my background screening to be completed?**

**A:** Generally, background checks are completed within 3-5 days. However, delays are possible, so please plan accordingly. If you have an international search component that is needed as part of your screen, please allow at least 2-4 weeks for completion. Please note that NCSI will send email notices every 72 hours, reminding you of your screening. You may also receive reminder notices from your Regional Leadership.

**Q: What information is needed to process my background screen?**

**A:** The background screening application requires the submission of a:

- full legal name
- address
- date of birth
- social security number

**Q: Why is a full SSN required?**

**A:** A USA Pickleball is committed to the safety of athletes and participants involved in the sport of pickleball. As with most national governing bodies, USAP requires background checks in order to foster a safe environment for others when representing USA Pickleball and protect persons at risk, including, but not limited to, minors and vulnerable adults

When we established the screening program with NCSI this year, we agreed that we would run with the same screening program they run for all the other US NGBs (60+). They said this screening protocol was established by the USOPC and requires a full SSAN. USA Pickleball considered various options regarding the requirement to provide a SSAN. However, from our NCSI contact's email below, you can see the limitation this would create for us, for everyone:

*Through the USA Pickleball Policy (and USOPC), the SSN is a requirement for all those who have a social security number. The full social security number is used to validate the identity and develop 7 years of address history to determine the search of the county and federal districts. NCSI's acceptable alternative for the social security number is to require an ID that can validate the name and date of birth. However, what we would not have, using an ID only, is the address history for the last 7 years. As a result, NCSI would only be able to search the jurisdictions based on the current address provided.*

**Q: Is the information supplied to NCSI secure?**

**A:** NCSI is aligned with industry best practices regarding data security, including high level encryption to protect information submitted online. Internal security measures ensure that your personal information is only viewed as needed to process your screen by qualified personnel who are trained in handling confidential data. NCSI is PCI-compliant and does not share any personal information with third-parties. Please note that the secure server that NCSI uses will

contact you from [automation@instascreen.net](mailto:automation@instascreen.net), so please ensure you have this email address as an accepted domain, so you do not miss communication from NCSI.

**Q: Is USA Pickleball and/or NCSI completing a credit check when processing the background check information?**

**A:** No, USA Pickleball and/or NCSI are NOT processing a credit check on anyone going through the background screening process.

**Q: Will a background screen I've completed previously with NCSI or another company qualify for USA Pickleball's requirement for ambassadors?**

**A:** USA Pickleball requires that specific members have a current background screen completed by NCSI. NCSI is the only background screening provider accepted by USA Pickleball, and as a matter of policy, we cannot accept screening results from another agency. Each organization that conducts background screening uses a unique set of criteria and number of years that are being searched, as well as diverse re-screen policies.

**Q: How will I know if there's a problem with my background check or if NCSI needs information from me?**

**A:** If more information is needed to complete your background screen, then NCSI will notify you via email. These messages are dispatched from the NCSI Verification Team using our server: [automation@instascreen.net](mailto:automation@instascreen.net). Your local affiliate name and your screening file number will appear in the subject line of the verification email.

**Q: What can I do if I think my report is incorrect?**

**A:** You will be provided an opportunity to alert NCSI of any questions or potential errors on your report. Email will be our primary way of communicating with you, so be sure to provide an accurate email address and check it regularly until your screen is complete. For any questions regarding inaccuracies, please reach out to [qc@ncsisafe.com](mailto:qc@ncsisafe.com).

## **Registration for Screening**

**Q: Can I register using my cell phone?**

**A:** NCSI's registration process is best completed using a desktop or laptop. While it may be possible to complete your registration on a cell phone, the experience will be easier on a desktop or laptop.

**Q: Can I send in a paper application?**

**A:** For security reasons, NCSI does not accept paper applications.

**Q: Do I need to have an active email address?**

**A:** Yes. An active email address is required in order to complete your background screening. NCSI's primary form of communication with you is via email. It is VERY IMPORTANT that you provide an email address and that you check it frequently following your initial application. Please add [@ncsisafe.com](mailto:@ncsisafe.com) and [@instascreen.net](mailto:@instascreen.net) to your accepted email domain list to receive notifications from NCSI.

**Q: I tried to complete my background screening with NCSI and their system “timed out.” What do I need to do?**

**A:** NCSI’s system is set to time-out after 30 minutes without activity. Please have all information ready in advance to avoid a time out event. In the event of a time out, the information you entered is not stored or transmitted, so you will need to start the process over by logging back into your USA Pickleball profile. You will know the process is completed when you receive a confirmation page with your 16-digit registrant ID number.

**Q: Can a non-citizen of the United States without a social security number complete the background screening requirement?**

**A:** Any USAP member required to complete a background screen that is not a US citizen or lives internationally will be notified directly by USAP with special instructions for completing an NCSI international background check. If you are not contacted by USAP, you may contact USAP for instructions.

**Q: I have two (or more addresses) during the year. Which address should I use?**

**A:** Please use your permanent legal address. This should be the one associated with federal and state documents, e.g., tax forms, driver’s license, etc.

## **Costs and International Screens**

**Q: What is the cost of the domestic criminal background screening?**

**A:** There is no cost of the background screen for ambassadors. While several governing bodies require applicants to pay the fee, USA Pickleball is covering the cost of the NCSI screening fee.

**Q: Is an international search required?**

**A:** An international search is required for U.S. citizens who have lived outside of the United States for six consecutive months in any one country, during the past seven years. If you have lived in both the U.S. and another country for six consecutive months or more in the past seven years, you would require both the domestic and international screens. Please make sure you have ncsisafe.com as an approved domain on your email, as you will receive emails with additional paperwork based on the country or countries that need to be screened.

**Q: What is the cost for an international search?**

**A:** The cost for an international search is higher than a U.S. search. As a result, any ambassador who feels they are required to complete an international search needs to contact their regional director.

## **Status and Results**

**Q: How do I check the status of my background screening?**

**A:** You can check the status of your background screening by going to [www.ncsisafe.com](http://www.ncsisafe.com) and clicking on “Status Check.” NCSI does not provide verbal status of background screenings to registrants.

**Q: Why is my background screening taking longer than another registrant that submitted**

**a background screen at the same time?**

**A:** NCSI performs one or more county court searches and federal district court searches as part of the background screening. These involve getting information directly from the courts in question. Some courts may return information to NCSI the same day, while others can take longer. Once NCSI has information back from the courts, it is processed right away. Other delays may result when NCSI requests additional information from you. You can check your status online by visiting [ncsisafe.com/status](http://ncsisafe.com/status). In addition, check your email regularly for communication from NCSI regarding your background screening.

**Q: How will I be notified if NCSI needs additional information?**

**A:** NCSI will send a notice to you via email with relevant instructions. This notice will come to you in the days following your initial application if your group or affiliate is not paying for your background screen. It is very important that you check your email and respond promptly to this request, since your background screening will be on hold until you respond.

**Q: What information is provided to USA Pickleball from my criminal background screening?**

**A:** USA Pickleball can be made aware of the content provided on a background screening report. Limited staff members of USA Pickleball will have access to the screening report.

**Q. What is a Clear/Green Light result?**

**A:** A “Clear/Green Light” indicates criminal record information relating to USA Pickleball’s criteria was not sourced or reportable in the process and therefore a “Clear/Green Light” report was issued to USA Pickleball.

**Q.: What is a Flagged/Red Light result?**

**A:** A “Flagged/Red Light” indicates that criminal record information relating to USA Pickleball’s screening criteria was sourced in the process and therefore a “Flagged/Red Light” report was issued to USA Pickleball for review.

**Q: Can I request a copy of my criminal background screening results?**

**A:** Yes, simply go to [www.ncsisafe.com](http://www.ncsisafe.com) and click “Applicant Submission and Status Check.” Once there, select ‘check status of your background screen’ and fill in the identifying information. The option to receive your report will be available.

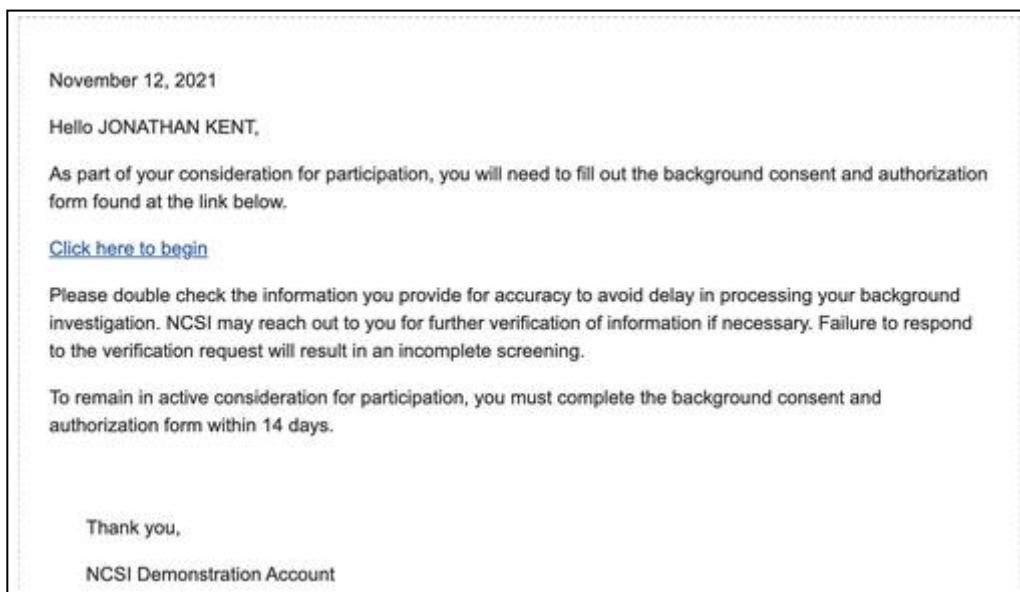
**Q: When does the criminal background screening expire?**

**A:** A completed screen is valid for one year and will be re-screened by NCSI the following year. Notice Regarding Annual Re-screening: One of the features provided by our background check program is an annual recheck. For the period that your background check authorization is valid, this recheck will automatically occur on or about the anniversary date of your background check submission date. This recheck keeps our program current and up to date without the need for you to re-register with NCSI every year. If you choose to leave USA Pickleball and/or resign as an ambassador during this period USAP will stop the NCIS recheck.

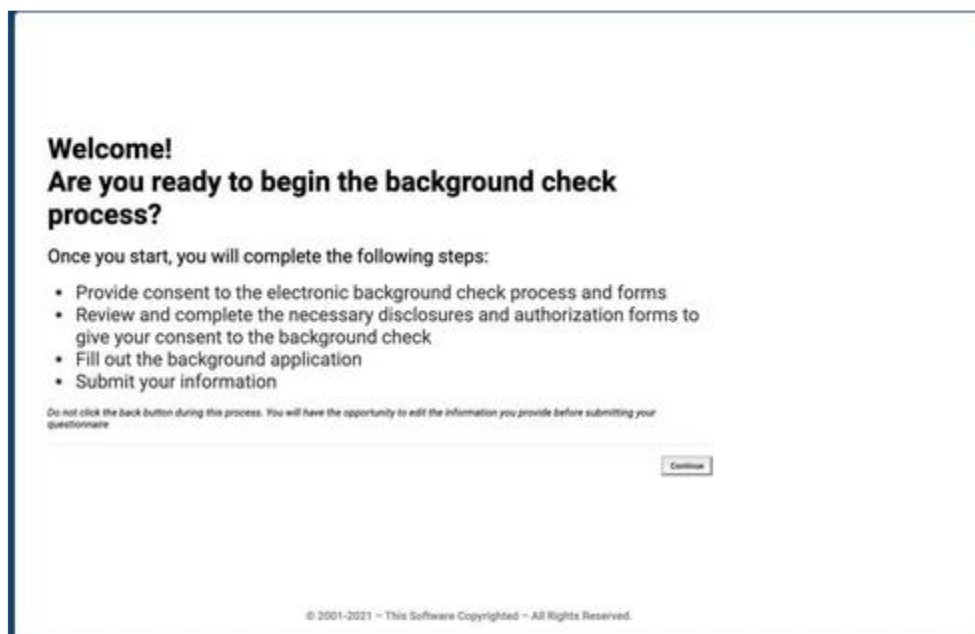
**Q. Is it possible to review each page of the screening process prior to entry or prior to completing my screening?**

**A:** The screening form does not allow you to page forward. However, we have provided screen captures of what each page of your screening process looks like:

## Email Invitation



## Application Greeting from NCSI



## Application Pg. 1 - Electronic Signature Consent

### ELECTRONIC SIGNATURE CONSENT

As part of the selection process at NCSI Demonstration Account, the "Company," you will need to consent to a background check electronically. By typing your name and clicking in the box below, you are consenting to receive any communications (legally required or otherwise) and all changes to such communications electronically. In order to use the website, you must provide at your own expense an internet connected device that is compatible with the minimum requirements outlined below. You also confirm that your device will meet these specifications and requirements and will permit you to access and retain the communications electronically each time you access and use the website.

#### System Requirements to Access Information

To receive and view an electronic copy of the Communications you must have the following equipment and software:

- A personal computer or other device which is capable of accessing the Internet. Your access to this page verifies that your system/device meets these requirements.
- A current version of Chrome, Firefox, Safari, Internet Explorer, or Microsoft Edge Internet web browser which supports security industry best practices for HTTPS encrypted communications, JavaScript, and cookies. Your access to this page verifies that your browser meets these requirements.

#### System Requirements to Retain Information

To retain a copy, you must either have a printer connected to your personal computer or other device or, alternatively, the ability to save a copy through use of printing service or software such as Adobe Acrobat®.

#### Withdrawal of Electronic Acceptance of Disclosures and Notices

You can also contact us to withdraw your consent to receive any future communications electronically, including if the system requirements described above change and you no longer possess the required system. If you withdraw your consent, we will terminate your use of the National Center for Safety Initiatives, LLC (NCSI) website and the services provided through the National Center for Safety Initiatives, LLC (NCSI) website.

To ensure that a signature is unique and to safeguard you against unauthorized use of your name, your IP address (137.83.201.167) has been recorded and will be stored along with your electronic signature. Please note that if you wish to submit your Disclosure and Authorization Forms electronically, National Center for Safety Initiatives, LLC (NCSI) requires that you include your social security number or user identification. All of your information will be encrypted and transmitted via our secure website.

I,

(type full name), consent to transacting electronically, including receiving legally required notices electronically. I understand that National Center for Safety Initiatives, LLC (NCSI) uses computer technology to ensure that my signed documents are not altered after submission. I agree to allow National Center for Safety Initiatives, LLC (NCSI) to validate my signed documents in this way.

## Application Pg. 2 - Disclosure Regarding Background Investigation

### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

NCSI Demonstration Account, the "Company," may obtain information about you from a third party consumer reporting agency for participation purposes. A consumer report is a compilation of information that might affect your ability to participate with the Company. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living.

These searches will be conducted by National Center for Safety Initiatives, LLC (NCSI), Phone: 866-996-7412, 1853 Piedmont Road, Suite 100, Marietta, GA 30066, <http://www.ncsisafe.com>. To prepare the reports NCSI may investigate your criminal history, social security number validity, motor vehicle records, verification of your education or employment history (including income), or other information with public or private information sources.

[End of DISCLOSURE REGARDING BACKGROUND INVESTIGATION]

I AGREE

Type Name:  I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and certify that I have read and understand this document.

[End of DISCLOSURE REGARDING BACKGROUND INVESTIGATION]

## Application Pg. 3 - FCRA Summary of Your Rights

(This is a partial view only. As a Consumer Reporting Agency, NCIS is required to provide a copy of this document during the application process to each consumer. **PLEASE NOTE:** there are no questions regarding your finances; There is no credit check being processed. FCRA compliance is simply a Consumer Reporting requirement.)

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

2. To the extent not included in item 1 above:

A. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

B. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.

C. Nonmember insured banks, insured state branches of foreign banks, and insured state savings associations

D. Federal credit unions

Washington, DC 20580  
(877) 363-4337

g. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3400  
Houston, TX 77010-8000

h. Federal Reserve Consumer Help Center  
P.O. Box 1280  
Minneapolis, MN 55480

i. FDIC Consumer Response Center  
1500 Walnut Street, Box #11  
Kansas City, MO 64108

j. National Credit Union Administration  
Office of Consumer Financial Protection (OCFP)  
Division of Consumer Compliance Policy and Outreach  
1775 Duke Street  
Alexandria, VA 22314

3. Air carriers

Asst. General Counsel for Aviation Enforcement & Proceedings  
Aviation Consumer Protection Division  
Department of Transportation  
1205 New Jersey Avenue, S.E.  
Washington, DC 20580

4. Creditors Subject to the Surface Transportation Board

Office of Proceedings, Surface Transportation Board  
Department of Transportation  
385 E Street, S.W.  
Washington, DC 20423

5. Creditors Subject to the Packers and Stockyards Act, 1921

National Packers and Stockyards Administration area supervisor

6. Small Business Investment Companies

Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
408 Third Street, S.W., Suite 8200  
Washington, DC 20418

7. Brokers and Dealers

Securities and Exchange Commission  
100 F Street, N.E.  
Washington, DC 20548

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

Farm Credit Administration  
1801 Farm Credit Drive  
McLean, VA 22102-5090

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

Federal Trade Commission  
Consumer Response Center  
600 Pennsylvania Avenue, N.W.  
Washington, DC 20580  
(877) 363-4337

I AGREE

Type \_\_\_\_\_ I acknowledge receipt of the Summary of Your Rights Under the Fair Credit Reporting Act  
Name: \_\_\_\_\_ (FCRA) and certify that I have read and understand this document.

Continue



## Application Pg. 4 - City and State Notices

(Some states have additional consumer notifications based on where you currently reside, and where you will be participating.) **As Ambassadors, first select the State where you are currently designated or presently conducting your Ambassador-related duties and responsibilities. Next, simply select the State where you reside.**

### STATE AND CITY NOTICES

Please provide the following information

I certify that I am an individual seeking prospective or continued employment to work in

I certify that I am a resident of

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## Application Pg. 5 - Acknowledgement and Authorization for Background Screen

### ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my participation with NCSI Demonstration Account, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by National Center for Safety Initiatives, LLC (NCSI), Phone: 866-996-7412, 1853 Piedmont Road, Suite 100, Marietta, GA 30066, <http://www.ncisafe.com> and/or Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by checking the "I AGREE" box, typing my name and the last four digits of my Social Security Number or User ID, and clicking on the "SIGN ACKNOWLEDGMENT" button below, constitutes my electronic signature, dated as of when I click on the "SIGN ACKNOWLEDGMENT" button, and that by doing so:

- I am authorizing National Center for Safety Initiatives, LLC (NCSI) to conduct the background check(s) described above
- I am consenting to use electronic means to sign this form and have read and understand the above disclosure
- I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling National Center for Safety Initiatives, LLC (NCSI) at Phone: 866-996-7412

Please check this box to receive from National Center for Safety Initiatives, LLC (NCSI), a copy of any report furnished by NCSI to the Company pursuant to your authorization.

I AGREE

Type Name:  Type Last Four Digits of your Social Security Number/User ID:

Please note: the last four digits of your SSN or User ID may be required at a later time for verification purposes.

[End of ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK]

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## Application Pg. 6 - Applicant Information

Applicant NCSI Demonstration Account - Gold Standard \$20 + Recheck

Please provide your **legal name** as shown on your driver's license or other government issued identification.

\* Last Name:  \* First Name:  Middle Name:  Generation:  \* SSN:  \* Confirm SSN:  \* DOB:

Phone Number:

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## Application Pg. 7- Applicant Address ( Please provide current address, only)

Applicant Address NCSI Demonstration Account - Gold Standard \$20 + Recheck

Current Address

Domestic  International

Current Address

\* STREET ADDRESS:

\* ZIP CODE:  \* CITY:  -

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## Application Pg. 8 - Application Summary

**Application Summary** NCSI Demonstration Account - Gold Standard \$20 + Recheck

Please review your information for accuracy. If you would like to make changes, please click "Edit" (✎) next to an item. When you are finished, click the "Submit" button.

**Applicant:** ✎ **JONATHAN KENT**  
(899-99-9999, 01/01/1991)

**Current Address:** ✎ **1853 PIEDMONT RD SUITE 100**  
**MARIETTA, GA 30066**

**Search Summary for Gold Standard \$20 + Recheck**

**Application Notes**

[Cancel](#) [Submit](#) →

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## Confirmation Summary

**Confirmation**

**Thank you** for completing your online background questionnaire. Your confirmation number is **6717211**. You may be asked for it if you need to contact NCSI Demonstration Account at some future time. If you would like to print a copy of your Authorization or your Confirmation, please click on the appropriate button. If you have any questions regarding your consumer report, please contact our Consumer Report Agency (CRA), National Center for Safety Initiatives, LLC (NCSI).

**Security Notice:** It is strongly recommended that you close all browser windows to ensure that you are completely signed out.

<p><b>NCSI Demonstration Account</b></p> <p>Street Address Somewhere, GA 99999</p>	<p><b>National Center for Safety Initiatives, LLC (NCSI)</b></p> <p>1853 Piedmont Road Suite 100 Marietta, GA 30066 Phone: 866-996-7412</p>
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[Print Authorization](#) [Print Confirmation](#) When you are finished, please close this browser tab or window.

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CONFIDENTIALITY NOTICE: This proposal document contains proprietary and confidential information of National Center for Safety Initiatives (NCSI). The content of this proposal is intended for the sole use by the organization to whom this presentation was shared directly by NCSI personnel. Any dissemination of the information contained herein to persons or entities other than the personnel with whom NCSI is working with directly is prohibited unless such disclosure is expressly permitted by NCSI in writing.

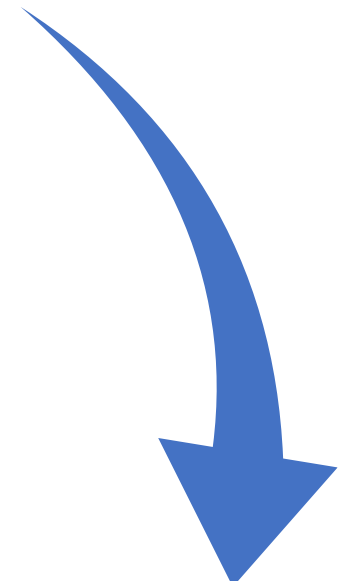
**Q. If I need to supply additional information (request from NCSI), Is it possible to review each page of the additional request prior to entry or prior to completing my screening?**

**A:** The screening form does not allow you to page forward. However, we have provided screen captures of what each page of the additional request process looks like:

A screenshot of a web form with a white background and a light gray border. It contains two rows of text, each followed by a green "Apply" button. The first row reads: "Click Here if you have lived OUTSIDE the US, Guam or Puerto Rico in the past 7 years for 6 months or longer." The second row reads: "Click Here if you have ONLY lived in the US, Guam, or Puerto Rico in the last 7 years."

This screen gives you two choices; you have either lived **OUTSIDE** the United States, for at least 6 months, over the past 7 years OR you have **ONLY** lived in the United States (or its territories) in the last 7 years.

On the next screen you will simply scroll to the bottom of the page and select NEXT. You may need to enter your specific File# prior to selecting NEXT. This part of NCSI's request is to verify whether an International Search may need to be collected/completed.

A screenshot of a web page with a white background and a light gray border. At the top, there is a blue navigation bar with "Welcome" on the left, "Sign" in the center, and "Thank You" on the right. Below the navigation bar, the word "Welcome" is written in bold. The main content area contains several paragraphs of text: "Thank you for responding to our verification request! Please complete the form below to continue the background screening process.", "NCSI is the official background screening provider for your organization. If you would like to learn more about NCSI, please visit our website at https://solutions.ncsisafe.com.", "For questions about this application process, you may contact support@ncsisafe.com.", "To begin your background screening application, please click NEXT.", "Please let us know if you have any questions or concerns regarding this request.", and "Have you already started? Pick up where you left off." At the bottom of the content area, there is a blue button labeled "Resume Application".

## APPLICANT INFO

TO AVOID DELAYS IN THE RETURN OF YOUR BACKGROUND SCREENING RESULTS, PLEASE MAKE SURE YOU:

- Enter your LEGAL name as it appears on your current valid government issued ID.
- DO NOT use nicknames (ex. Rob for Robert, Sue for Susan).
- Double-check your entry for accuracy before continuing with your submission.

Please upload a copy of your government issued ID in order to prevent any further delays in your screening.

Name *	DOB *
<input type="text"/> First <input type="text"/> Middle <input type="text"/> Last	<input type="text"/>
Do you have any previously used names? (ie. prior married names, birth name that has been changed, etc.)	SSN *
<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>
Email *	Phone *
<input type="text"/>	<input type="text"/>
To avoid delays: if you have Puerto Rico address history, please provide your Mothers maiden name.	Application # (in subject line of verification message) *
<input type="text"/>	<input type="text"/>
	Additional Comments
	<input type="text"/>

## REQUESTED DOCUMENT(S)

IMPORTANT! READ BELOW BEFORE CONTINUING:

Please attach a copy of an ID, Drivers License or Passport to prevent further delays in the screening process.

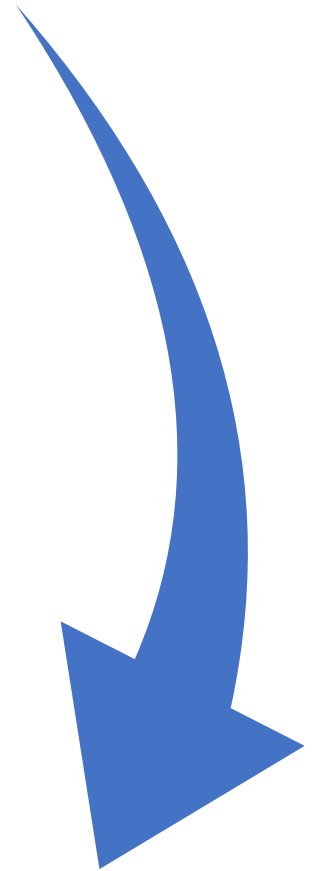
If you are an international registrant with an ITIN or recently acquired SSN, please attach a copy of your US work or student Visa, or Passport.

If you are a non-US citizen without a SSN or ITIN, please call our office at 866-996-7412 as further action may be required to continue your screening.

Government Issued ID

Additional ID

Additional ID



## **Ambassador Testimonials (Status and Results)**

- “I now have my report back already. When they complete your background check, they send you a copy of the report that is also submitted to USA Pickleball. The report has your date of birth redacted and your Social Security number is not included on it at all. So, this information is not passed on to USA Pickleball.”
- “So, NCSI uses it to aid in their criminal background check, but do not pass your SSN on. All I know is that NCSI is used by many of the largest sports organizations in the world. Including the US Olympic committee. While many of the companies that you have shared your Social Security number with over the years like banks and credit card companies and car companies have leaked your information and caused people a lot of trouble, NCSI’s business is handling this type of information, and have never in history had a leak. They simply cannot afford to have a leak. Just making you as informed as I can since I have already gone through it.”  
*(Great Lakes Region, Ambassador since 2014)*
- No concerns from me. My husband works in cyber security and researched the company and determined that it is safe. *(Middle States Region, Ambassador since 2014)*
- My report is the same as others... I guess it’s been a rather dull, unexciting life...  
*(Southwest Region, Ambassador since 2014)*
- I believe that conducting these background checks is a very appropriate tool that will reduce potential liability exposure for USA Pickleball. The pushback is that everyone is already an ambassador and believe they are entitled to that position. Going forward as new candidates apply, they will recognize it as a necessary part of the process to become an ambassador.  
*(West Region, Ambassador since 2019)*
- Looks good, Worthwhile.  
*(North Mid-Atlantic Region, Ambassador since 2018)*
- “Personally, I didn't have an issue with it but it's an individual decision...  
I was pretty disappointed with the results of my report:  
1. \*I'm not dead\*. Ugh, I was hoping to use the payout from my life insurance policy to build a killer court in my backyard.  
2. \*No Reportable Records Found\*.” *(Middle States Region, Ambassador since 2019)*
- No concerns here. Same company used by 60 other NGBs and the USOC so not worried. Just got my flu shot and gave my SS# there as well. *(West Region, Ambassador since 2016)*
- This screening is necessary.  
*(Atlantic South Region, Ambassador since 2016)*
- I believe that all our ambassadors should be willing to undergo a BI. We come in contact with a lot of people and including teaching youngsters as part of our work. I feel it is beneficial and essential that we have ambassadors who have nothing in their background that will jeopardize our abilities to promote pickleball as well as detract from our image as representatives of USA Pickleball.  
*(West Region, Ambassador since 2019)*
- Great idea, probably long overdue.  
*(Mid-Atlantic Region, Ambassador since 2013)*