



## Instructions for Applying for a Background Check

In order to apply for your background check you must come to the website and enter your information through the Self Registration portion of the website. Through this process you will be asked to provide personal information as well as authorization and consent to the background check therefore it is important that you submit the information yourself.

- 1) Go to [www.safetyinitiatives.com](http://www.safetyinitiatives.com) using Internet Explorer on a PC. Click on “Self Registration” on the left-hand navigation bar of the webpage.
- 2) Enter your organization’s 8-digit self registration number **46735338** and click submit.
- 3) Complete the “Personal Information” section.

**Legal Name:** Input your full legal name as it appears on your birth certificate or driver’s license. Using a nickname or abbreviated name will make it necessary to rerun all or part of the background check and result in delays and additional charges.

**Maiden Name:** If your legal name has changed, please enter previous name here.

**SSN:** Social Security Numbers should be double checked once typed. (123-45-6789)

**DOB:** Date of Birth. (01/01/1901)

**Gender:** Male or Female.

**Home Phone:** Valid telephone numbers are important should we need to reach you during the processing of your background check. If we are unable to reach you using the contact information provided it will delay the processing of the check.

**Driver’s Lic./State ID:** Valid Drivers License number or State ID number.

**State:** State of Driver’s License or State ID

**Email Address:** Active email address that you check regularly. A confirmation email will be sent to you at this address upon completion of submission of the background check along with a copy of your rights under the Fair Credit Report Act.

- 4) In the “Residential Address Information” section, you must input your current address and indicate the period of time that you have lived at that address using the drop down menu. If you have lived less than 5 years at your current address then you must provide your previous address and indicate the period of time that you lived at that address.
- 5) The “History” section asks several questions about your history. If you answer “yes” to any of the questions you must provide details in the space below.
- 6) Clicking the checkbox at the bottom of the page certifies that all the information you have provided is accurate and complete.
- 7) Click “Continue”
- 8) The next page will allow you to confirm the information you submitted. Review the information carefully, if any of it is incorrect then click “Modify Supplied Information” and make the necessary corrections.
- 9) At the bottom of this page you give consent and authorization to NCSI to run the background check on your organization’s behalf by checking the two boxes to electronically sign the form and clicking the Continue button.
- 10) This screen confirms your background check has been submitted correctly. It will also provide you with a link to your rights under the Fair Credit Report Act. Lastly, this screen assigns your Applicant ID Number. This number can be used the next time you submit your background check to automatically load your previous information into the form as well as serving as a confirmation number for your submission. If you provided an email address then this information will be sent to you electronically as well.