Background Check Basic Info

Operators and participating coaches have to go to the Verified Volunteers (VV) website to apply for the background check. Background checks **MUST** be done EVERY year. You cannot operate an event/league, coach or sit on the bench without a valid approval.

Payment is required, which goes to VV for processing. Background checks submitted in a non-event month will have a base fee of $50.00. Applications submitted during a month when NCAA-certified events occur will also be charged a <mark>$50 penalty/late fee resulting in the total base cost being $100.00</mark>.

Additionally, some states and/or counties charge a fee to access your records. You will be required to pay these pass-through fees when you complete your transaction with VV. These fees will be paid to the state/county and cannot be avoided.

- Applicable counties: Several counties in Arkansas, California, Florida, Louisiana, Michigan, Mississippi, New Hampshire, Nevada, New York, Ohio, Tennessee, West Virginia, and Wyoming.
- Applicable states : Colorado, Maine, Montana, New York, South Dakota, and Vermont.
- To view applicable fees: County and State pass-through fees. County fees are on pages 1-3. State fees are on page 4.

WARNING

If you are not granted an approval number prior to your team's participation, you will not be permitted to coach or sit on the bench. The team would then have to participate under the direction of another coach in your organization that has been approved, a coach from another team at the event that has been approved or someone on the event staff that has been approved. If none of these options are available, the team would have to play without a coach. NCAA staff **cannot and will not** waive the participant approval requirements.

AND – If you wait until you get to the event to apply for the background check, you will pay a $50 late fee in additional to any other required fees and run the risk of still not getting approved in time to coach your team in the event.

APPLY EARLY!!!
Do not procrastinate!

New Vendor

Verified Volunteers is excited to partner with the NCAA to provide screening services to those who wish to operate a NCAA-certified event/league and/or participate in coaching activities at NCAA-certified events.

You can watch a short video to walk you through the process with this link: https://vimeo.com/111907401
OR you can get started with this written step-by-step guide

The Application Process

GO TO - http://verifiedvolunteers.com/NCAAScreening
CLICK - The appropriate link: US, Canada or Other
COMPLETE - Application questions.
SUBMIT - Payment
WAIT - For processing. Usually takes 3-5 business days.
CONFIRMATION - You WILL receive an approval email from VV, but you can also log back in at any time to check the status of your application.

NEED HELP:
For help with your background check application:
    Email: NCAASupport@verifiedvolunteers.com
    or Call: 855-326-1860 - Client Code: 6024

Step-by-Step Instructions – US Applicants

1. **GO TO** - http://verifiedvolunteers.com/NCAAScreening
2. **CLICK** - The appropriate link: US, Canada or Other

3. **CREATE ACCOUNT** - Create a username and password and enter your email address.

4. **OPTIONAL CHECK BOX** – If you check the box next to Set up Security Questions Now, you will be prompted to do so. (You can always go back and do this later).

5. **CHECK BOX** – to accept the terms.

Ordering a Volunteer Background Check

Welcome! Volunteering is an important piece of the fabric of society, and it looks like you are interested in taking part! Most volunteer organizations require their volunteers to undergo a background check to ensure their safety as well as the safety of everyone involved in the program and community. That's why you're here – to place an order for a background check. Before moving forward with your background check order, fill out the form on the right to register – free of charge – to join the Verified Volunteers community. Then you'll be able to order your check in just 4 easy steps (less than 5 minutes!).

Who is Verified Volunteers?

Verified Volunteers is a volunteer screening platform trusted by thousands of volunteer organizations across the country. We are the first and only screening provider to allow volunteers to own and control their own background checks. That means you can pay for your check once, and share it with other organizations in the Verified Volunteers community – for free! Learn more about Verified Volunteers – visit www.verifiedvolunteers.com.

Register and Start Your Order
Please create an account by filling in the fields below.

Already have an account? Click here to login

Username

Email

Password

Confirm New Password

Username & Password Requirements

☐ Set up security questions now
☐ By checking this box, I accept and agree to comply with the Verified Volunteer Terms of Service, the Privacy Policy and Terms of Use posted on the Site.

Submit

6. **SUBMIT**. And your account will be activated and you can get verified.

7. **CLICK** – Get Verified.

Propelling Nonprofits Empowering Volunteers

Welcome to Verified Volunteers!
Your account is now active.

Click "Get Verified" below to order your own background check.

Get Verified

Verified Volunteers
A SterlingBackcheck Company

4 Easy Steps to Getting Verified

NCAA requires you to have a background check to volunteer

A V3 Complete Criminal Locator Check will be conducted on you.
Learn More

Cost of Background Check: $XX.XX

In areas where administrative courts charge Verified Volunteers fees for access to information, the fees will be passed along and the amount will be reflected in the total cost during Step 4 of the order process.

This short process should take you between 2-3 minutes to enter your information so we can get your order submitted.

WITH VERIFIED VOLUNTEERS, YOUR **INFORMATION IS SECURE**
Learn More

8. You will be prompted to enter basic personal information used to process the background check.

* denotes required information

Your Given Name Learn More
First Name*

Your Middle Name
Middle Name*
☐ I don't have a middle name

Your Surname Learn More
Smith

Your Suffix
Suffix

Your Date of Birth
Month* | Day* | Year*

Your Social Security Number 🔒
SSN* | XX* | XXXX*

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Gender
Gender*

Contact Information
Phone Number* | Email Address*

Other Names Used (alias, maiden name, etc.)   ➕ Add Alias

▶ Save & Continue

4 Easy Steps to Getting Verified

9. You will be prompted to enter your current address and any other address for the past seven years.

Your Current Address
Address Line 1*

Address Line 2

City*

Colorado | United States

Zip Code*

How long have you lived at this address?
From* mm/yyyy | Present

Other Places You Have Lived
(within the last seven years)

➕ Add Address

Ok, you're on to Step 2. Please continue to enter the information requested, then select Save & Continue.

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Learn More

Back | ▶ Save & Continue

Verified Volunteers
A SterlingBackcheck Company

4 Easy Steps to Getting Verified

Step 3 of 4
You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. NCAA is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

🖶 Print Consent and Rights

🔒 WITH VERIFIED VOLUNTEERS, YOUR **INFORMATION IS SECURE**
Learn More

Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your volunteer application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:
- a. A personal e-mail address;

☐ I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." ⚠

☐ I have read the Disclosure Regarding Volunteer Background Report provided by Verified Volunteers and this Authorization to Obtain Volunteer Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, (855) 326-1860 option 1, www.verifiedvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making a volunteer decision involving me at any time after receipt of this authorization and throughout my volunteerism, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Verified Volunteers and/or the organization itself, and authorize Verified Volunteers to provide such information to the organization. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. ⚠

☐ I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents. ⚠

Your Given Name | **Your Surname**
First Name* | Last Name*

[Back] [▶ Save & Continue]

10. You will be prompted to give consent to conduct the background check. The system will provide you with a Summary of your rights under the Fair Credit Reporting Act. You may print this document at this time.

11. You will also be prompted with a brief questionnaire.

NCAA Questions

Please respond to the following questionnaire. Your responses may impact your ability to operate an NCAA-certified event/league and/or engage in coaching activities at an NCAA-certified event.

🔒 WITH VERIFIED VOLUNTEERS, YOUR **INFORMATION IS SECURE**
Learn More

1. Have you ever been previously placed on probation, dismissed, expelled, suspended or refused participation in a youth program? ⚠
   ○ Yes
   ○ No

2. Are you an individual employed by an agency involved in the marketing of any individual's athletics reputation or ability (including an employee of an agent or anyone associated with an agent in his or her capacity of marketing any individual's athletics reputation or ability)? ⚠
   ○ Yes
   ○ No

3. All deadlines associated with NCAA certification and/or approval are STRICTLY ENFORCED. The required educational component is not part of your background check and must be done separately. If you fail to complete the required educational component within 10 days from the date you submit your background check application, your background check WILL BE WITHDRAWN and you will have to re-apply (with additional fees) in order to be re-instated. Have you already completed the educational session OR are you sure that you will be able to complete the required educational component in the next 10 days? ⚠
   ○ Yes
   ○ No

4. Although you are not part of the NCAA membership, by participating in the NCAA certification and approval process and benefiting from those opportunities, you are voluntarily submitting yourself and your team/organizations to NCAA legislation, guidelines and requirements. Do you understand that you are required to comply with all NCAA-requests and requirements? ⚠
   ○ Yes
   ○ No

5. Individuals who seek and obtain NCAA certification or approval are required to cooperate with the NCAA related to possible NCAA rules and violations, even if the violations are unrelated to basketball certification or scouting service rules and guidelines. Further, these individuals are required to provide complete and accurate information to the NCAA. The provision of false and/or misleading information in obtaining certification or approval may result in the inability to obtain an NCAA Participant Approval required to operate or coach in an NCAA-certified event for a period of UP TO FIVE YEARS. Do you understand that if you say that you have already completed the required educational course when you really have not done so OR confirm that you will do so within 10 days of submitting your background check application and then fail to do so could result in a FIVE YEAR denial? ⚠
   ○ Yes
   ○ No

6. I acknowledge the information I am submitting is correct to my knowledge. ⚠
   ○ Yes
   ○ No

[Back] [▶ Save & Continue]

12. You will be prompted to confirm the information that was entered is correct and provide payment for the background check:

4 Easy Steps to Getting Verified

Confirm your personal information is correct

Name: John Jay Doe   DOB: 1/1/1980
SSN: 111-11-1111   Phone: 5555555555
Gender: Male   Email: JohnDoe@VerifiedVolunteers.com

Step 4 of 4

Last step! Please review your personal information carefully and then provide payment information as necessary.

☐ The information above is correct. ⚠ Learn More   ◄ Go Back & Edit

WITH VERIFIED VOLUNTEERS, YOUR
INFORMATION IS SECURE
Learn More

Sign up for the Volunteer Fast-Pass

☐ **Yes!** I would like to purchase the Fast-Pass for $3.99.

☐ No thank you.

⊕ What's a Fast-Pass?

⊕ Who can I share my Fast-Pass with? Take a peek!

Your Background Check Order # 540309   ✉ Questions

Item	Source Fee	Price
Level 3: Complete Criminal History Record Locator Search		$XX.XX
Government Watch List Search (OFAC)		Included
50 State DOJ Registered Sex Offender Search		Included
MARICOPA, AZ County Criminal Search		Included
CO State Criminal Search		Included
	Total cost of Background Check	$XX.XX
	Tax	$XX.XX
	Amount paid by me	$XX.XX

► Continue to Payment

Once you have submitted your order, an email will be sent to you with a receipt for payment. You may log back in at any time to view the status of your order or the completed report.

NEED HELP:
For help with your background check application:
    Email: NCAASupport@verifiedvolunteers.com
    or Call: 855-326-1860 - Client Code: 6024

Step-by-Step Instructions – non US Applicants

1. **GO TO** - http://verifiedvolunteers.com/NCAAScreening
2. **CLICK** - The appropriate link: Canada or Other

3. **CLICK BEGIN**. Notice that your screen will look a little different because the non US applicants will be processed through Sterling Backcheck.

SterlingBackcheck Invitation Consent Portal

To proceed, please enter the invitation code below that was supplied to you.

After clicking the "Begin" button, you will be directed to the company's branded site and will be instructed to complete any necessary forms.

Thank you!

| Invitation Code * | C9ED59C4DC3B4F-F0D303A5 | Begin |

WorkforceDirect™
Acceptable Use Policy | Privacy Policy

4. **CREATE ACCOUNT -** Enter your email address and create a password.

Welcome to Verified Volunteers!

An approved background check is required for participation in the NCAA Basketball Certification Program.

After you login, based on your location, we'll need your consent to begin this process and you'll be provided your rights under applicable laws, which govern collection, use and disclosure of personal information and background screening.

The information you provide be disclosed to the clearly specified recipient(s) listed on the background check consent form.

* **Notice - This is a self-payment screening process. At completion, you will be asked to input a credit card and authorization before service can be performed.**

Contact Information | Address History | Personal Information

You may also be asked for associated documents related to the information that you provide.

Begin by creating an account

What is your e-mail address? ⓘ

    Email Address

What is your password? ⓘ

    Password

Confirm your password

    Confirm Password

    Create Account

I am a returning user

If you have previously used SterlingBackcheck, you don't need to create a new account. Click here to sign in with the same credentials.

5. **CLICK:** Create Account.

6. You will be prompted to confirm where you and the organization are located.

7. You will be prompted to give consent to provide your electronic signature during the process.

8. You will be prompted to enter basic personal information used to process the background check.

9. You will be prompted to enter your current address and any other address for the past seven years.

10. You will be prompted to provide your date of birth and confirm whether you possess a U.S. issued Social Security Number

11. Based on your address history, you may be prompted to provide additional required forms which must be signed in order to complete your background check.
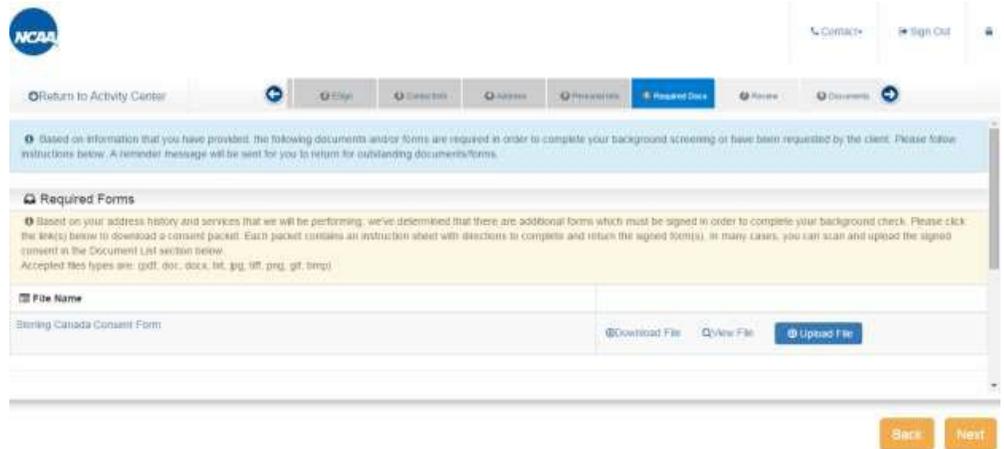
12. You will be prompted to confirm that the information entered on the previous steps is clear of any errors. If any issues exist, click the button to return to that step and make any necessary corrections.

13. You will be prompted before you exit to confirm whether you would like to receive instructions via email to retrieve your completed documents.

NEED HELP:

For help with your background check application:

Email: NCAASupport@verifiedvolunteers.com

or Call: 855-326-1860 - Client Code: 6024