Submitting Your Background Check for U.S. Figure Skating Members

The National Center for Safety Initiatives (NCSI) is the authorized search organization that performs the background searches for U.S. Figure Skating.

To submit your background check you will need to provide your valid U.S. Social Security number (if you have one), as well as current and past physical street addresses (not PO Boxes) for at least the past five years.

Members who do not have a valid U.S. Social Security number can still complete the background check. When the form asks if you have a valid Social Security number, simply select "No".

You will also need to answer a series of yes/no questions regarding your criminal history. An answer of yes to any of these questions will require details concerning where and when the incident occurred.

We recommend using Google Chrome for your background check. Internet Explorer is known to not render the process/program.

Please utilize the instructions below if you think you may need help through the process.

1. **To begin, go to the U.S. Figure Skating Members Only website – https://usfsaonline.org – and sign in with your membership number and password.**

2. **Click the red bar at the top stating "Compliance is NOT COMPLETE". This will navigate you to the Compliance tab.**

3. **The compliance section will indicate what is complete, in progress or not started.**

4. **Click Begin button for the Background Check.**

5. **You will be asked to check your name, your date of birth and your U.S. Figure Skating member number:**

A. If the name or membership number listed is not your name or membership number, you are in the wrong account. Click on the blue "Cancel" button, click on "Sign Out" in the upper right hand corner, and then log in to the proper account.
B. If your Date of Birth is incorrect or missing, click on the "Edit" button to edit your date of birth, click "Save" to save the changes, and then click on the green "Continue" button to continue to the next page.

6. **The "Background Check Screening Registration for U.S. Figure Skating" page for the National Center for Safety Initiatives should open in a new window.**

If nothing happens, be sure that you have Pop Ups enabled for that site within your Internet browser.

If you're not sure how to do this, utilize a search engine and search for "How do I enable pop ups on [name of browser]". Be sure you know which browser you're trying to use – Google Chrome, Microsoft Edge, Internet Explorer, Safari, Firefox, etc.

If you have multiple browsers available on your device, you can also try utilizing a different browser to see if that solves the problem. **We recommend using Google Chrome. Internet Explorer is known to not render the process/program.**

If you continue to have issues, please contact productsupport@usfigureskating.org.

7. **Follow the instructions on the National Center for Safety Initiatives website to complete your background check.**

8. **Once you complete your background check, you should receive the following confirmation page and an Applicant ID Number. Be sure to save or print this page and keep it for your records.**

BACKGROUND SCREENING REGISTRATION FOR U.S. FIGURE SKATING

Background Screening Confirmation

Your background screening information has been submitted for processing. Please print this page and keep it for your records.

Applicant ID Number: ███████████████

IMPORTANT - STATUS INFORMATION!!

The background screening process generally takes 10 business days to complete. During that time, it is common for NCSI to have questions or need information from you in the course of the background screening process. You will be contacted via e-mail at the address you provided. Additionally, please log in to our secure online status check tool at www.ncsisafe.com and click on the "Check Your Background Screening Status" link. You should check this until your status indicates COMPLETED, which means NCSI has issued a determination to your organization. Failure to respond to our requests for additional information may result in a RED LIGHT determination.

NCSI Home

You should also receive a confirmation email from clientservices@ncsisafe.com.

IMPORTANT - STATUS INFORMATION
The background screening process generally takes 10 business days to complete.

You can log into NCSI's secure online 'Applicant Status Check' tool by going to www.ncsisafe.com and clicking on 'Check Your Background Screening Status' on the bottom of the screen to check the status of your background screening.   You should check this until your status indicates COMPLETED, which means NCSI has issued a determination to your organization.

IMPORTANT – POSSIBLE FOLLOW UP
While your background check is being processed, it is common for NCSI to have questions or need more information from you. If this is the case, you will be contacted by NCSI, not U.S. Figure Skating, via e-mail at the address you provided. Please keep an eye out for such emails, as it is critical that you provide the additional information to complete the process. Failure to respond to NCI's requests for additional information may result in a RED LIGHT determination.