

# GEJFA Background Screening FAQ

## Where do I go to submit my background screening?

<https://greater-eastside-junior-football-association.sportngin.com/register/form/836793934>

## What happens once I've submitted my background screen?

NCSI begins the background screening report by validating your personal data through a social security address trace. If they are unable to do so from the information you submitted, you will receive an email from NCSI with a link to electronically resubmit the necessary information to proceed with the background check.

After your personal data is validated, NCSI will search two national criminal databases and national sex offender registries. NCSI will then also perform a local jurisdiction criminal record check in the jurisdiction or jurisdictions associated with your address history found on the social security address trace.

## How long does it take NCSI to complete the background screening?

The background screening process is typically completed in five business days from the date of submission. Be aware that the turnaround time can vary for a variety of reasons including applicant needs to verify their personal data with the NCSI team; courthouses are experiencing delays either due to heavy volume or other circumstances. If your screening is delayed, please check your inbox for emails from NCSI, as the company may have reached out to you to verify your personal data. NOTE: Providing inaccurate personal data during registration may delay the background screening process.

## What do I do if it's been longer than five business days and I haven't received an email or confirmation that my background screening has been completed?

After five business days, please contact NCSI directly at [support@ncsisafe.com](mailto:support@ncsisafe.com) for a status update. Depending on the status, the NCSI team may be able to expedite the process to complete and deliver the report.

## Who do I reach out to if I have questions about the results of my completed background screening?

For questions, please contact the NCSI Quality Control Department at (866) 996-7412 and select option #3. You may also submit an inquiry via email to [qc@ncsisafe.com](mailto:qc@ncsisafe.com).

## What if I don't want to provide my personally identifiable information?

The background screening application requires the submission of full legal name, address, date of birth and social security number. All of the required fields are marked with an asterisk. We are unable to complete the background screening if any of the required information is not provided. SportsEngine and NCSI have policies and processes in place designed to protect our customers' and users' best interests. Access to data is only given to those with a true need for such access. Both organizations are PCI-compliant and do not share any personal information with third-parties. Please note: providing inaccurate personal data during registration may delay the background screening process.

## Can I get a copy of my report?

Yes, you can receive a copy of your report, either by clicking the box at the end of your background screening registration, or emailing [qc@ncsisafe.com](mailto:qc@ncsisafe.com), if you have already submitted your registration.