



## VBMS WASHINGTON, DC TRIP CHAPERONE BACKGROUND CHECKS

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We work with Unique Background Solutions EZyCheck to provide a low-cost service that fulfills our needs without collecting unnecessary information on our volunteer chaperones. This background check will verify your name and any aliases, verify your social security number, and check a national sex offender registry. The cost is \$10.00.

Below are the steps to use their online system:

1. Using INTERNET EXPLORER or GOOGLE CHROME as your web browser, visit <https://data.ezycheck.net/cciezyapp>. (MAC user may use SAFARI but please note that you may have to 'scroll' on the page to find particular 'buttons' for ordering purposes.)

2. Log-in to the website with the secure username **vbschools** and password **volunteer**. Enter the "AUTHORIZATION CODE" **vanburenvoll** and click "CONTINUE" to enter the site.

3. Once you have logged into the system, please read the agreement and click "I Agree". You will be taken to the "CREATE PROFILE" page.

4. You are now on the "CREATE PROFILE" page. Fill in the appropriate information on the electronic order form. **ALL FIELDS IN BLUE ARE REQUIRED. Please include the street address. No other information is required on this page.** When you have entered all the appropriate information, please click "CONTINUE".

*NOTE: When entering the SSN, just enter the number directly. The system will tab you to the next text box automatically. Once the last number is entered, the system will "blank screen" as the number is propagated. When entering the DOB, no need to place "-" or "/". You must enter a zero in front of any month or day that is a single digit number. Example: May 5, 1985 enter as 05051985. Lastly, when you enter in the Zip Code, the system will automatically propagate the state. You will need to enter the city and street address.*

6. Review the FAIR CREDIT REPORTING ACT DISCLOSURE NOTICE. This is the release form that is required by the Fair Credit Reporting Act of 2002. Make sure that all of your information is correct and select "I AGREE" and click "SUBMIT" at the bottom of the page.

*If you select I DISAGREE, your order will be erased from the system and you will not have a background check on file for your organization.*

7. You will be brought to the final confirmation screen where you must select PAY NOW by Credit Card to enter your payment information. Your order will be submitted automatically when your payment is 'approved' and you click on the OK button.

8. If submitted correctly, you will then be brought to the THANK YOU FOR YOUR ORDER page.

***You may now log out. If you have any problems, please log-out and contact Mr. Clark.***

If you already have proof of a valid BCI/FBI background check from your employer, you may submit a copy of that report to Mr. Clark and skip the background check outlined above.

### Our Shared Vision

We strive to be an inspiring and supportive school community where all are challenged, through diverse experiences, to take intellectual and personal risks that develop the whole person.

