

## Information about the National Background Check Requirement

Since mid-July of 2006, all volunteers and employees of the American Red Cross have been required to complete a self-initiated national background check through a single, mandatory vendor – MyBackgroundCheck. This procedure was established to assure that our organization provides the highest quality of service to our customers and donors. Every volunteer or employee must complete the background check prior to being registered or hired, respectively.

*What is being checked during this process?* The background check includes Social Security Number verification and a cross-check of National Criminal Database information for the last 7 years. The process is conducted in accordance with the Fair Credit Reporting Act (FCRA). While the disclosure listed on the portal site may mention other information, this is just standard language required by the FCRA when background checks are initiated. (FCRA applies to the process of using a third party vendor to obtain any information about a person. In spite of the name, **no financial information will be obtained for the background check.** Furthermore, only limited information will be retained once your background check has been completed and all of your information will be erased from the vendor's system.)

*What information do I have to give?* You will be required to enter your Social Security Number, Mother's Maiden Name, Date of Birth and Address – all of which are necessary to verify who you are. You DO NOT need to complete the Driver's License information. The background check portal is a secure site and no one will be able to view your information.

*How do I initiate my background check?* Follow these steps:

- 1) – Go to <http://www.mybackgroundcheck.com/ArcVts/> . This can be done at the Chapter or on your home computer.
- 2) – Read with care your rights and provide your consent for the background check.
- 3) – Enter the personal information requested. Only fields with an \* are required.
- 4) – Sign the enclosed Policy for Reference and Background Checks form.

*Will I be informed that the background check has been successfully completed?* When the background check is completed, you will be sent a letter, with a PIN, which can be used to access your background check results.

*What if I have further questions about this process?* National Headquarters of the American Red Cross has established the National Background Check office to answer questions from volunteers and staff. You can contact them at [backgroundchecks@usa.redcross.org](mailto:backgroundchecks@usa.redcross.org) or by calling (800) 507-3960, Monday through Friday, 8 a.m. ET to 7 p.m. ET.