



Dear Certified Race Directors,

USA Triathlon has taken important steps to ensure the highest level of safety within our programs - for the youth and adult participants and also for you, who make the programs a success. One of these steps is the implementation of a standardized approach to background screening for our certified race directors through the National Center for Safety Initiatives.

If you are a current USA Triathlon Certified Coach at the time of your race director certification or recertification you will not need to complete a second background screening.

USA Triathlon has worked with National Center for Safety Initiatives to ensure that this process is convenient, secure and confidential.

Simply go to <http://www.ncsisafe.com> and click on “Start Your Background Screening Now” on the bottom of the webpage. Complete the following steps:

Step 1: Enter Self Registration Number: **53247331**

Step 2: Enter Your Information as Requested

Legal Name: Input your full legal name as it appears on your birth certificate or driver’s license. Using a nickname or abbreviated name will make it necessary to rerun all or part of the background check and result in delays and additional charges.

Maiden Name: If your legal name has changed, please enter previous name here.

SSN: Social Security Numbers should be double checked once typed. (123-45-6789)

DOB: Date of Birth (01/01/1901)

Gender: Male or Female

Home Phone: Valid telephone numbers are important should we need to reach you during the processing of your background check. If we are unable to reach you using the contact information provided it will delay the processing of the check.

Drivers Lic./State ID: Valid Driver's License number or State ID number.

State: State of Driver's License or State ID

Email Address: Active email address that you check regularly. A confirmation email will be sent to you at this address upon completion of submission of the background check along with a copy of your rights under the Fair Credit Report Act.

Step 3: In the "Residential Address Information" section, you must input your current address and indicate the period of time that you have lived at that address using the drop down menu. If you have lived less than 5 years at your current address then you must provide your previous address and indicate the period of time you lived at that address.

Step 4: The "History" section asks several questions about your history. If you answer "yes" to any of the questions, you must provide details in the space below.

Step 5: Clicking the checkbox at the bottom of the page certifies that all the information you have provided is accurate and complete.

Step 6: Click "Continue"

Step 7: The next page will allow you to confirm the information you submitted. Review the information carefully. If any of the information is incorrect, then click "Modify Supplied Information" and make the necessary corrections.

Step 8: At the bottom of this page you give consent and authorization to NCSI to run the background check on your organization's behalf by checking the two boxes to electronically sign the form and clicking the Continue button.

Step 9: Please complete the payment information. The fee for the background check for U.S. citizens ranges from \$30 to \$50. Additional fees may apply for the following locations and vary by state: California, Louisiana, Maine, Missouri, Nevada, State of New York, South Dakota, Tennessee, and Vermont (this list may change at any time). Background checks for international citizens cost approximately \$195, but this varies by country. Visa or MC accepted.

Step 10: This screen confirms your background check has been submitted correctly. It will also provide you with a link to your rights under the Fair Credit Report Act. Lastly, this screen assigns your Applicant ID number. This number can be used the next time you submit your background check to automatically load your previous information into the form as well as serving as a confirmation number for your submission. If you provided an email address then this information will be sent to you electronically as well.

National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information.

If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100 x109.