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May 2012

Dear USA Curling Member,

The National Center for Safety Initiatives (NCSI) self-pay code number and procedures, according to the USCA's screening requirements, follows this information. The typical cost is \$20 for a Full-Service Check – includes single county; additional fees may apply. A current (as of 5-10-12) additional state fees list follows this information as well.

The USCA and each individual applicant will be able to view his or her own status report. Please be sure to keep an eye on your email account and keep track of your password. If additional information is needed by NCSI to complete your background check, they will contact you via email. Incomplete information will flag the account and a red light status will be created. If all is well, a green light status is provided.

Various searches may take several days to complete and at least ten days should be provided for the average background check to be completed. International checks will take even longer. Please keep this in mind with consideration to pending event deadline dates. The term is one year (six month recheck). Therefore, this must be completed annually.

Member Clubs that wish to take advantage of the USA Curling Member Club Fully Managed Gold Standard Program may do so by referring to the "Inside the USCA" page of the USCA Web site at [www.usacurl.org](http://www.usacurl.org) (left-side menu items). Through this offering, USA Curling Member Clubs may access comprehensive background screening programs at significantly reduced pricing! Contact information for NCSI is included within the letter.

This is all in an effort to protect our athletes. We know that you care too and will do your part to help ensure their safety.

Best regards,

USA Curling

*\*\* Please note that Olympic-related background checks will be done through the USA Curling "Games Delegation" account. This has a different code that will be provided at that time.*





Dear Applicants:

The United States Curling Association is proud to announce its partnership with National Center for Safety Initiatives through which we will engage in a comprehensive background screening program for our coaches and volunteers.

The United States Curling Association has taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our coaches and volunteers. This includes a comprehensive background screening using NCSI's Full Service product and a simple "Red Light/Green Light" clearance report issued in accordance with the criteria chosen by the United States Curling Association.

Simply go to <http://www.ncsisafe.com> and click on "Background Screening Self Registration" on the left side of the webpage. Complete three easy steps:

- Step 1: Enter Self Registration Number: 34941428
- Step 2: Enter Your Information as Requested
- Step 3: Provide Legal Authorization and Certification

It is important when entering your name, that you use your **full legal name** as written on your **birth certificate** or **driver's license**. Please also verify that your social security number and date of birth were typed correctly. Using nicknames or failing to type correct information may delay your background screening and could require additional fees.

The "Red Light/Green Light" results will be sent directly to the United States Curling Association. The National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. Please provide a valid email address as our contact with you will be primarily electronic. Please be sure to add [@ncsisafe.com](mailto:@ncsisafe.com) to your list of acceptable domains in your email program to receive notifications from us.

Once you have submitted your information you will receive a confirmation page. The background screening generally takes 10 business days to complete and you may check your status on our website under the "Applicant Login to Check Your Status" link at [www.ncsisafe.com](http://www.ncsisafe.com). If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100.

Thank you for your participation and your cooperation in this important process. We are excited to offer world-class programs, working with world-class people!



| State             | County         | Fee      |
|-------------------|----------------|----------|
| <b>Arizona</b>    | Navajo         | \$ 18.00 |
| <b>Arkansas</b>   | Poinsett       | \$ 6.00  |
| <b>California</b> | Del Norte      | \$ 15.00 |
|                   | Humboldt       | \$ 15.00 |
|                   | Imperial       | \$ 15.00 |
|                   | Inyo           | \$ 15.00 |
|                   | Plumas         | \$ 15.00 |
| <b>Illinois</b>   | Calhoun        | \$ 6.00  |
| <b>Louisiana</b>  | Orleans        | \$ 10.00 |
| <b>Michigan</b>   | Alcona         | \$ 5.00  |
|                   | Allegan        | \$ 5.00  |
|                   | Alpena         | \$ 5.00  |
|                   | Antrim         | \$ 5.00  |
|                   | Arenac         | \$ 5.00  |
|                   | Baraga         | \$ 5.00  |
|                   | Barry          | \$ 5.00  |
|                   | Berrien        | \$ 10.00 |
|                   | Branch         | \$ 10.00 |
|                   | Calhoun        | \$ 5.00  |
|                   | Cass           | \$ 10.00 |
|                   | Chippewa       | \$ 5.00  |
|                   | Clare          | \$ 8.00  |
|                   | Delta          | \$ 5.00  |
|                   | Dickinson      | \$ 5.00  |
|                   | Emmet          | \$ 5.00  |
|                   | Gladwin        | \$ 5.00  |
|                   | Gogebic        | \$ 25.00 |
|                   | Grand Traverse | \$ 10.00 |
|                   | Gratiot        | \$ 10.00 |
|                   | Hillsdale      | \$ 7.00  |
|                   | Houghton       | \$ 20.00 |
|                   | Huron          | \$ 5.00  |
|                   | Iosco          | \$ 5.00  |
|                   | Iron           | \$ 10.00 |
|                   | Jackson        | \$ 10.00 |
|                   | Kalkaska       | \$ 5.00  |
|                   | Kent           | \$ 5.00  |
|                   | Keweenaw       | \$ 10.00 |
|                   | Lake           | \$ 5.00  |
|                   | Lapeer         | \$ 5.00  |
|                   | Manistee       | \$ 5.00  |
|                   | Marquette      | \$ 10.00 |
|                   | Mecosta        | \$ 5.00  |
|                   | Menominee      | \$ 7.00  |
|                   | Montcalm       | \$ 16.00 |
|                   | Montmorency    | \$ 5.00  |
|                   | Oceana         | \$ 5.00  |
|                   | Ogemaw         | \$ 5.00  |
|                   | Ontonagon      | \$ 5.00  |
|                   | Roscommon      | \$ 5.00  |
|                   | Saginaw        | \$ 10.00 |
|                   | Sanilac        | \$ 7.00  |
|                   | Shiawassee     | \$ 10.00 |
|                   | Tuscola        | \$ 5.00  |
|                   | Van Buren      | \$ 7.00  |
|                   | Wexford        | \$ 5.00  |
| <b>Maine</b>      | All counties   | \$ 15.00 |
| <b>Missouri</b>   | Jackson        | \$ 10.00 |

| State                | County                                     | Fee      |
|----------------------|--|----------|
| <b>Mississippi</b>   | Clay                                       | \$ 25.00 |
|                      | LeFlore                                    | \$ 25.00 |
| <b>Montana</b>       | All counties                               | \$ 14.00 |
| <b>New Hampshire</b> | All Counties                               | \$ 20.00 |
| <b>New Jersey</b>    | Bergen                                     | \$ 3.00  |
|                      | Essex                                      | \$ 3.00  |
|                      | Hunterdon                                  | \$ 6.00  |
|                      | Passaic                                    | \$ 5.00  |
|                      | Warren                                     | \$ 6.00  |
| <b>New York</b>      | Allegany                                   | \$ 65.00 |
|                      | Bronx                                      | \$ 65.00 |
|                      | Cayuga                                     | \$ 65.00 |
|                      | Chemung                                    | \$ 20.00 |
|                      | Cortland                                   | \$ 65.00 |
|                      | Dutchess                                   | \$ 65.00 |
|                      | Erie                                       | \$ 65.00 |
|                      | Greene                                     | \$ 17.50 |
|                      | Hamilton                                   | \$ 65.00 |
|                      | Kings                                      | \$ 65.00 |
|                      | Lewis                                      | \$ 10.00 |
|                      | Madison                                    | \$ 10.00 |
|                      | Monroe                                     | \$ 65.00 |
|                      | Montgomery                                 | \$ 65.00 |
|                      | Nassau                                     | \$ 65.00 |
|                      | New York                                   | \$ 65.00 |
|                      | Orange                                     | \$ 65.00 |
|                      | Orleans                                    | \$ 65.00 |
|                      | Putnam                                     | \$ 65.00 |
|                      | Queens                                     | \$ 65.00 |
|                      | Rensselaer                                 | \$ 20.00 |
|                      | Richmond                                   | \$ 65.00 |
|                      | Rockland                                   | \$ 65.00 |
|                      | Saratoga                                   | \$ 16.20 |
|                      | Schenectady                                | \$ 20.00 |
|                      | Steuben                                    | \$ 10.00 |
|                      | Suffolk                                    | \$ 65.00 |
|                      | Tioga                                      | \$ 65.00 |
|                      | Tompkins                                   | \$ 20.00 |
|                      | Westchester                                | \$ 65.00 |
|                      | Wyoming                                    | \$ 15.00 |
| <b>Nevada</b>        | Carson City                                | \$ 7.00  |
|                      | Churchill                                  | \$ 7.00  |
|                      | Clark                                      | \$ 7.00  |
|                      | Douglas                                    | \$ 7.00  |
|                      | Eureka                                     | \$ 7.00  |
|                      | Lander                                     | \$ 7.00  |
|                      | Lincoln                                    | \$ 7.00  |
|                      | Lyon                                       | \$ 7.00  |
|                      | Mineral                                    | \$ 7.00  |
|                      | Storey                                     | \$ 7.00  |
|                      | White Pine                                 | \$ 7.00  |
| <b>Puerto Rico</b>   | All counties                               | \$ 20.00 |
| <b>South Dakota</b>  | All counties                               | \$ 15.00 |
| <b>Tennessee</b>     | Davidson                                   | \$ 20.00 |
|                      | Knox                                       | \$ 10.00 |
|                      | Robertson                                  | \$ 5.00  |
| <b>Vermont</b>       | All counties (except Chittenden & Rutland) | \$ 10.00 |
| <b>West Virginia</b> | Brooke                                     | \$ 5.00  |
|                      | Hancock                                    | \$ 5.00  |
| <b>Wyoming</b>       | All counties                               | \$ 10.00 |

Fees only reflect criminal history searches conducted at the county seat. Fees listed are subject to change without notice based on adjustments made by an individual county