



American Red Cross
Warrick County Chapter

10-Step Background Check Procedure

To prepare, have ready the following information:

- Full Name (as it appears on the social security card)
- Current Address
- Social Security Number
- Date of Birth (has to be keyed in like this: 01/15/1950)

Steps:

1. Access www.mybackgroundcheck.com/order/arcvts
2. Click on "Request a Background Check."
3. Click on map of Indiana
4. Click on "**Warrick County Chapter**"
5. Read the Process and click on "Get Started."
6. Click on "I am a candidate to volunteer."
7. Read with care the disclosures and provide your consent.
 - a. Read Consent to Electronic Transactions (You must click on "I agree" or "I do not agree." If you click on "I do not agree," then the background check will not be completed).
 - b. Read Disclosure Regarding Background Check Investigation
 - c. Read Authorization for Background Investigation (You must click on "I agree" or "I do not agree." If you click on "I do not agree," then the background check will not be completed).
8. Once you have clicked "I Accept," the page skips over to the section where you must enter your information. *Only asterisked items are required.* The most common mistake is when people put in an incorrect social security number, so double-check!
9. Click to continue
10. Verify information is correct and click on submit

You are done! If you have any questions about the background check process, please contact the office at (812) 897-0390.