

Access **FIRST** background screening from your **FIRST** account by selecting the **OUTSTANDING TASKS** drop-down.

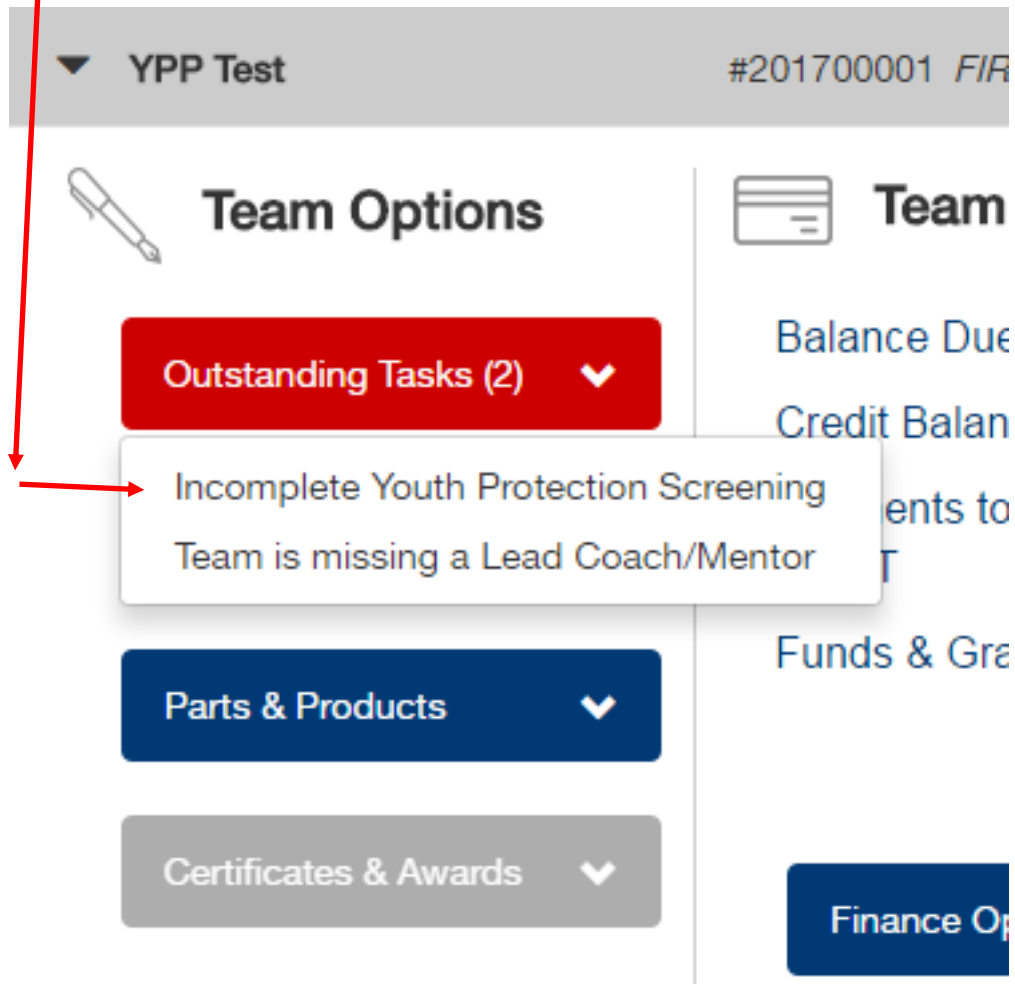
The screenshot shows the FIRST Dashboard interface. At the top, there is a navigation bar with the FIRST logo and a user profile. Below this is a main navigation bar with tabs for MY TEAMS, MY RESOURCES, YOUTH MEMBERS, and VOLUNTEERS. The MY TEAMS tab is active, showing a 'CREATE NEW TEAM(S)' button and a 'PAY FOR TEAM(S)' button. Below these are 'Teams List' and 'Sort by Team: Name' options. The Teams List shows two teams: 'FIRST Tech Challenge' and 'YPP Test', both with 'Outstanding Team Tasks' counts of 2. The 'YPP Test' team is selected, showing details for '#201700001 FIRSTLEGO League'. Below the team details are four main sections: 'Team Options', 'Team Finances', 'Team Contacts/Roster', and 'Team Events'. The 'Team Options' section has a red dropdown menu labeled 'Outstanding Tasks (2)'. The 'Team Finances' section shows 'Balance Due \$225', 'Credit Balance \$0', 'Payments to FIRST \$0', and 'Funds & Grants \$0'. The 'Team Contacts/Roster' section shows 'Primary Contacts 1', 'Youth Members 0', and 'Other Contacts 0'. The 'Team Events' section shows 'No registered events' and a 'Review Outstanding Tasks' link. A red arrow points from the text above to the 'Outstanding Tasks (2)' dropdown menu.

Some firewalls may block access to the screening agency's website. If this occurs please complete the screening process from a computer that is not behind a firewall.

DO NOT attempt to complete your screening order using a mobile device.

Select **INCOMPLETE YOUTH PROTECTION SCREENING** from drop-down options.

A new window will open for **Verified Volunteers** where you will complete your screening order.



DON'T SEE THE "INCOMPLETE YOUTH PROTECTION SCREENING" OPTION?

- You may not have completed ALL required fields in your *FIRST* account profile
- You may not have accepted the invitation to become Lead Coach/Mentor 1 or Lead Coach/Mentor 2

OR

- You may have accepted a Mentor Contact role on a team but the Lead Coaches/ Mentors have not sent you an email requesting that you complete the screening process.



Ordering a volunteer Background Check

Welcome! Volunteering is an important piece of the fabric of society, and it looks like you are interested in taking part! Most volunteer organizations require their volunteers to undergo a background check to ensure their safety as well as the safety of everyone involved in the program and community. That's why you're here – to place an order for a background check. Before moving forward with your background check order, fill out the form on the right to register – free of charge – to join the Verified Volunteers community. Then you'll be able to order your check in just 4 easy steps (less than 5 minutes!).

Who is Verified Volunteers?

Verified Volunteers is a volunteer screening platform trusted by thousands of volunteer organizations across the country. We are the first and only screening provider to allow volunteers to own and control their own background checks. That means you can pay for your check once, and share it with other organizations in the Verified Volunteers community – for free! Learn more about Verified Volunteers – visit www.verifiedvolunteers.com.

A Quick Note About Security

By the way, with Verified Volunteers you can be assured that your information is safe. All data is encrypted and is stored in a completely secure environment. If you have any questions or concerns about Verified Volunteers' security measures, feel free to contact them at TheAdvocates@VerifiedVolunteers.com or 855-326-1860 Option 1.

Register and Start Your Order

Please create an account by filling in the fields below.

Already have an account? [Click here to login](#)

Username
This field is required.

Email
This field is required.

Password
This field is required.

Confirm New Password
This field is required.

[Username & Password Requirements](#)

- Set up security questions now
- By checking this box, I accept and agree to comply with the [Privacy Policy](#) and [Terms of Use](#) posted on the Site.

Submit

Security questions are OPTIONAL



4 Easy Steps to Getting Verified

FIRST requires you to have a background check.



A **V2** Advanced Criminal Locator Check will be conducted on you.

[Learn More](#)

Cost of Background Check: **Varies by State**
FIRST Will Pay: 100%

In areas where administrative courts charge Verified Volunteers fees for access to information, the fees will be passed along and the amount will be reflected in the total cost during Step 4 of the order process.

Step 1 of 4

This short process should take you between 2-3 minutes to enter your information so we can get your order submitted.

WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS **SECURE**
[Learn More](#)

* denotes required information



Below, you will be asked to enter your name. When doing so, please make sure to:

- Enter your first, middle, and last name **separately**
- Enter your legally given name only (the name that appears on your birth certificate or other official documentation). Nicknames or shortened names may cause errors and delays when processing your background check.

Your First Name [Learn More](#)

First Name*

Your Middle Name

Middle Name*

I don't have a middle name

Your Last Name [Learn More](#)

Last Name*

Your Suffix

Suffix

Your Date of Birth

Month*

Day*

Year*

Your Social Security Number

SSN*

XX*

XXXX*

WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS **SECURE**
[Learn More](#)

No SSN

SOCIAL SECURITY NUMBER IS OPTIONAL

CHECK "NO SSN" TO PROCEED WITHOUT ENTERING YOUR SSN

Gender

Gender*

Contact Information

Phone Number*

[▶ Continue](#)



4 Easy Steps to Getting Verified

Your Current Address

How long have you lived at this address?

Back

APPROXIMATE DATE IS FINE

Continue

Step 2 of 4

Ok, you're on to Step 2. Please continue to enter the information requested, then select Save & Continue.



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INFORMATION IS SECURE
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4 Easy Steps to Getting Verified

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. **FIRST is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).**

Step 3 of 4

You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.

 Print Consent and Rights



Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

• a personal e-mail address:

- I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." ⚠
- I have read the Disclosure Regarding the Volunteer/Non-Paid Position Background Report provided by Verified Volunteers and this Authorization to Obtain Volunteer/Non-Paid Position Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, 855-326-1860 Option 3, www.verifiedvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making a volunteer/non-paid position decision involving me at any time after receipt of this authorization and throughout my volunteerism/non-paid position, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Verified Volunteers and/or the organization itself, and authorize Verified Volunteers to provide such information to the organization. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. ⚠
- I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents. ⚠

ALL THREE CHECK BOXES ON THIS PAGE ARE REQUIRED.

TYPING YOUR NAME AS ELECTRONIC SIGNATURE IS REQUIRED

Your First Name

First Name*

Your Last Name

Last Name*

Back

▶ Continue



4 Easy Steps to Getting Verified

Confirm your personal information is correct

Name: Lee Doucette DOB: 11/12/1985
SSN: No SSN Phone: 6035022161
Gender: Female Email: nldoucette@gmail.com

Step 4 of 4

Last step! Please review your personal information carefully and then provide payment information as necessary.

The Information above is correct. [Learn More](#)

[Go Back & Edit](#)



Please consider helping **FIRST**® cover the cost of your background check.

The cost to FIRST for screening is \$8.00 per person. Please consider contributing some or all of the cost. Any and all donations are truly appreciated.

Please check with your tax advisor as any contribution you make may be tax deductible!

- I will pay \$ to cover FIRST's cost of the order.
- Not at this time

Sign up for the Fast-Pass

- Yes!** I would like to purchase the Fast-Pass for \$3.99.
- No thank you.

**FAST PASS NOT
REQUIRED**

[+ What's a Fast-Pass?](#)

[+ Who can I share my Fast-Pass with? Take a peek!](#)

Your Background Check Order # 1405186

[Questions](#)

Item	Source Fee	Price
Level 2: Advanced Criminal History Record Locator Search		
Government Watch List Search (OFAC)		Included
DOJ Sex Offender		Included
State Criminal Search - CT		Included
Total cost of Background Check		
Amount Paid by FIRST Donation		
Sub-Total		\$0.00
Tax		\$0.00
Amount paid by me		\$0.00

YOU MUST SELECT THE

"SUBMIT ORDER"

**BUTTON TO COMPLETE THE
PROCESS**

[Submit Order](#)

... AND YOU'RE DONE!

You will receive an email from TheAdvocates@VerifiedVolunteers.com stating that they your order was received.

You will receive a second email when your order is complete. That email will contain a with a link to the login screen at Verified Volunteers where you may review your report.



Propelling Nonprofits

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Congrats!

You're one step closer to becoming a Verified Volunteer.

Your background check has been ordered. You can view the status of your order at any time simply by viewing your profile. Just so there's no confusion, we'll send you an email when FIRST has reviewed your Background Check!

Order Number: 1405186 - 54258862

[Go to My Profile](#)



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