# © GotSport

# STEPS TO SUBMITTING YOUR BACKGROUND CHECK



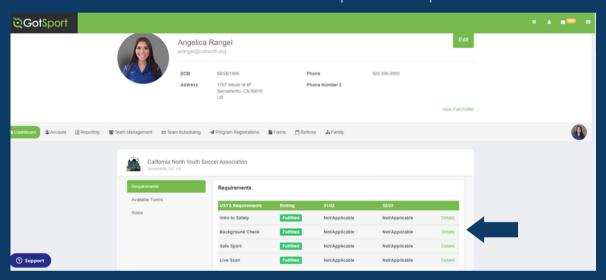


STEP 1

Log in to your GotSport account at system.gotsport.com

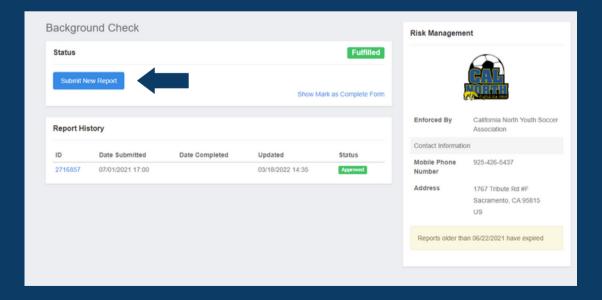
STEP 2

Depending on your the role you have with your club, the user requirements will consist of either Intro to Safety, SafeSport, LiveScan, and Background Check, or all four. These user requirements will be located on your account "Dashboard." Click the "Details" for the respective requirement to continue.



STEP 3

Click "Submit New Report"

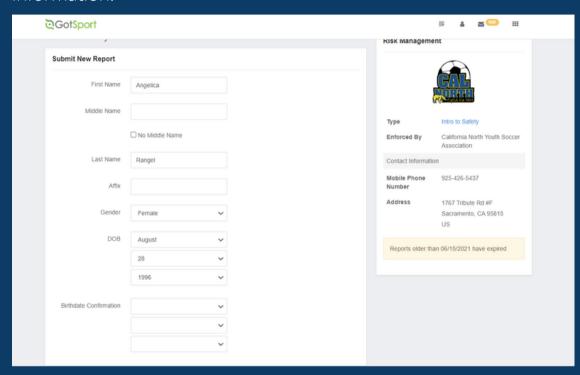






STEP 4

You will then be asked to submit and confirm your personal information.



STEP 5

After checking the boxes and signing, you will receive an email to submit your background check.

0	a) *As part of your consideration for volunteer work, you will need to fill out the background questionnaire. PLEASE CHECK YOUR SPAM The background questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background investigation. To remain in active consideration for volunteer work, you must complete the background questionnaire within 14 days. Thank you, California Youth Soccer Association - North	
0	In order to be rostered to a CalNorth team you must complete a JDP background check questionnaire. The JDP background check performs national criminal checks on participating adults. The national data sources include but are not limited to: Department of Corrections, sex offender registries, criminal records, U.S. Youth Soccer's Disciplinary Action and Risk Management Report (DARM), and U.S Center for SafeSport's Centralized Disciplinary Database. The background check questionnaire takes approximately 15 minutes to complete. Please note that this is not a Credit Check. JDP is a consumer reporting agency governed by the Fair Credit Reporting Act and is required to provide you information about the Fair Credit Reporting Act during the background screen. JDP will not be running any type of Credit Check/Report on you. Background check results are automatically marked as approved when a report is received that contains no criminal information.	
	Signature	
	Save Reset	

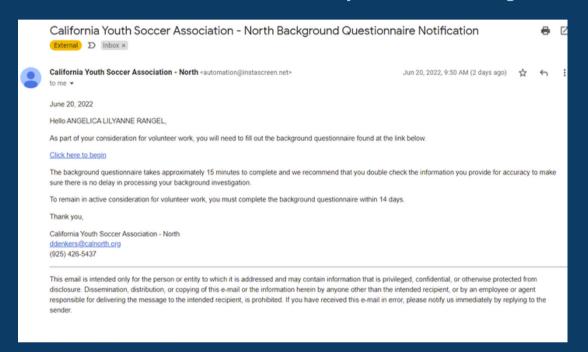




STEP 6

After submitting your report in GotSport, you will receive an email to complete your background check. Please keep in mind you have 14 days to complete after receiving the email.

Click on the link within the email that says "Click here to begin."



STEP 7

Read the info and select "Continue"

# Welcome! Are you ready to begin the background check process? Once you start, you will complete the following steps: Give consent to running your background check electronically. Complete the necessary legal process. Fill out the background questionnaire. Submit your information. PLEASE NOTE: THIS IS NOT A CREDIT CHECK. Do not click the back button during this process. You will have the opportunity to edit the information you provide before submitting your questionnaire.

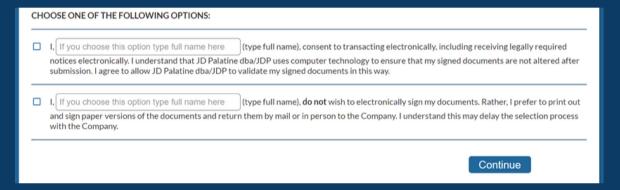




STEP 8

The next page will go over the electronic consents. At the bottom you will be asked to consent to the electronic background check.

\*\*\*Cal North prefers to have you only check the first option to electronically submit your results. Choosing to print out and sign paper versions of documents and mailing to us will severely delay your results as we would have to mail those to JDP and await your results. \*\*\*



STEP 9

The next page will have you confirm your employment state, county, and residency.







STEP 10

Next you will acknowledge the Disclosure Regarding Background Investigation.

#### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

California Youth Soccer Association - North, the "Company," may obtain information about you from a third party consumer reporting agency for volunteer purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history (including income), or other background checks. These searches will be conducted by JD Palatine dba/JDP, Phone: 855-940-3232, Fax: 724-799-8460, 10675 Perry Hwy, #607, Wexford, PA 15090, .

#### Acknowledgment

✓ I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and certify that I have read and understand this document.

Continue

STEP 11

The next page will go over your Summary of Your Rights. You will then acknowledge your rights.

#### Acknowledgment

☐ I acknowledge receipt of the Summary of Your Rights Under the Fair Credit Reporting Act (FCRA) and certify that I have read and understand this document.

Continue





STEP 12

Next you will acknowledge the Disclosure for Investigation Consumer Report.

#### Acknowledgment

 I acknowledge receipt of the DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT and certify that I have read and understand this document.

Continue

STEP 13

The next page you will select if you would like a copy of your report and acknowledge the Notice Regarding Background Checks per CA Law.

Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Acknowledgment

I acknowledge receipt of the NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW and certify that I have read and understand this document.

Continue

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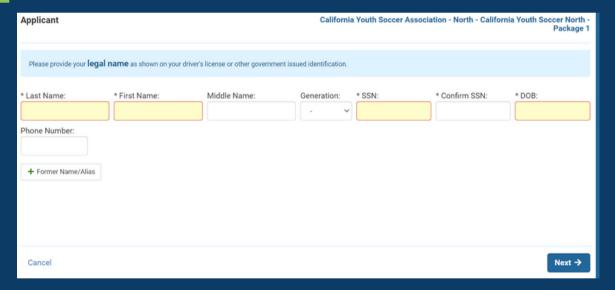
STEP 14

Next you will acknowledge and authorize for a background check by entering your full name and last 4 of your social or PIN.

	agree:	type full name here	Last 4 of your social security number / user PIN ####
ase note: the last four digits of your SSN or user PIN may be required at a later time for verification purposes.	Please not	e: the last four digits of your SSN	l or user PIN may be required at a later time for verification purposes.

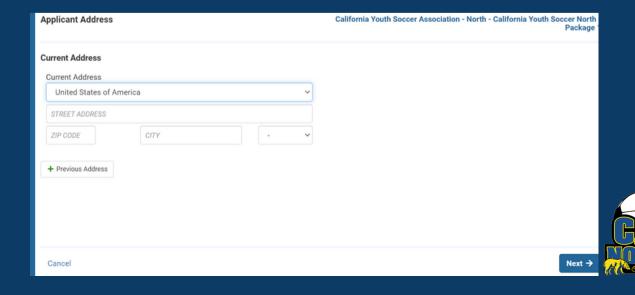
STEP 15

You will then enter your personal information.



STEP 16

You will then enter your current address.





STEP 17

Lastly, you will review all of your info and confirm it is correct. If correct, then you will submit your report.

The next page will bring you to a confirmation page and provide you with a confirmation number.

You will also receive an email confirmation of your background check.

If you have any questions please feel free to contact your Member Service Representative. If you are unsure who your representative is, please visit our contact directory or call our office at (925)426-5437.

https://www.calnorth.org/contact-directory

