



## **Volunteer Background Investigation Instructions**

A background investigation is a requirement for the 4-H Volunteer program. Failure to complete these requirements will prevent you from volunteering at this organization.

### **STEP 1: What to do if you need a Background Investigation?**

Below are step-by-step instructions for accessing Application Station to authorize and pay for a background investigation.

1. Click the link below or paste it into your browser:  
<http://applicationstation.truescreen.com>
2. Click the "SIGN UP " button to create an account.
3. Read and Agree to the Consent Form.
4. Follow Instructions to create an account.
5. Verify Account by entering in the code sent to your email.
6. Login to your account with username and password.
7. Verify your security question.
8. Enter the Code: **MSSTATEVOLUNTEER** in the Application Station Code field.
9. Click the "Continue" button.
10. Follow the instructions on the Application Station web site.

Information and documents you will need to complete the application:

1. Social Security Number
2. Previous Addressees and dates
2. Driver's License
3. Credit Card

***Note – please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your background investigation report.***

If you encounter issues with the Application Station or have questions regarding the site, please contact Truescreen's Help Desk at 888-291-1369, ext. 2006 or [itsupport@truescreen.com](mailto:itsupport@truescreen.com).

Background Investigations are completed, on average, within 3 to 5 business days. Once completed, you will receive an email from Truescreen. Follow the link in the email to access Application Station to view the report. To access the site use the same username and password created at the time you submitted your background check. Application Station includes instructions for disputing information included in the background check should you feel anything is incorrect.

The initial background investigation consists of the search components listed below. All records are searched by primary name, primary address, and all addresses lived within the past seven years.

**ApplicationStation Code**

To proceed, please enter your ApplicationStation Code. If you do not have an ApplicationStation Code, please contact the organization or individual that referred you to ApplicationStation to obtain one.

Code

**Continue**

- Social Security Number Validation and Verification
- County Criminal Records Search – all counties of residence lived in the past 7 years
- National Sexual Offender Registry Search
- National Criminal Database Search

The cost of the Background Investigation is a minimum of \$24.00. The cost varies depending on additional criminal fees. At the onset, your credit card will be held for a maximum of \$50.00. You will be credited if no additional fees were required by the county, once the background check is complete. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation.



## E-Sign Act Disclosure and Consent/Terms of Service

Please read the terms and click I AGREE or I DO NOT AGREE at the bottom.

BY CLICKING ON THE "I AGREE" BUTTON BELOW, YOU ACCEPT THIS AGREEMENT AND ASSENT TO AND AGREE TO BE LEGALLY BOUND BY ITS TERMS AND CONDITIONS AS IF YOU HAD SIGNED A HARD COPY VERSION OF IT IN INK. IF YOU DECLINE THIS AGREEMENT, THEN CLICK ON THE "I DO NOT AGREE" BUTTON, AND YOU WILL NOT BE PERMITTED TO ACCESS OR USE THE SERVICE.

Read the terms and click I AGREE or I DO NOT AGREE

To save a copy of this Agreement to disk, click [HERE](#).  
To review our current Privacy Policy, click [HERE](#).

[\[ I AGREE \]](#)   [\[ I DO NOT AGREE \]](#)



HELP

## Set up User Name and Password for access to Application Station services.

[Back To Home](#)

**User Name must be between 6 and 50 characters.**  
Enter your User Name:   
(If you have an email address, you should use it as your User Name. If not, just select a User Name that is unique.)

**Access**  
You will use your User Name to access your information if you choose to return later.

**Password must be between 8 and 120 characters, contain upper and lower case letters, and include at least 1 number and 1 special character.**  
Enter your Email Address:   
(This will be used for identification/security purposes if you forget your User Name.)

Choose a Password:   
Re-type your Password:

Enter a username, password, and security questions

\*\*\* Please make a note of your password. It will not be displayed again.

**Forget your password**  
If you forget your password, we can identify you with this information.

Please enter three security questions and provide answers in the boxes below.

The Security Answer cannot contain your Username, Password, Email Address, or Security Question.

Security Question 1:   
Your Answer:

Security Question 2:   
Your Answer:

Security Question 3:   
Your Answer:

For security purposes, please enter the letters and numbers appearing in the Security image below in the text box labeled Security Phrase.  
If you can not read the letters and would like to hear them spoken click here:

NOTE: If the speaker button is not playing, click [HERE](#).

Security Image:

Security Phrase:

By submitting your registration information, you indicate that you agree to the Terms of Service and have read and understand the Privacy Policy and our Privacy Information. Your submission of this form will constitute your consent to the collection and use of this information and the transfer of this information to the United States or other countries for processing and storage by Vertical Screen, Inc. and its affiliates. You also agree to receive required administrative and legal notices such as this electronically.

Then click SUBMIT



SUBMIT

Please enter your user name and password.

[Home](#)

User Name:

Password:

[Click Here If You Forgot Your UserName](#)  
[Click Here If You Forgot Your Password](#)



Last Login: 2/22/2018, 11:08:02 AM

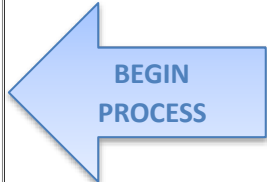
**STEP 1** **STEP 2** **STEP 3**

**Complete Each Section**  
Please note you will need a Credit Card for a maximum fee of \$50.00 USD.  
Note: This amount will not be exceeded but may be less depending on the type of report being ordered.

**Payment & Review**  
Provide payment information and review for accuracy.

**Complete And Print**  
Complete your forms and receive a printable copy.

**Now Accepting PayPal**  
PayPal is the safer, easier way to pay online. [Learn More](#)



**GENERAL** \* required information

Instructions: Please complete the information below.

First Name:  \* Middle Name:

Last Name:  \* Suffix Name:

Country: USA \*

Address 1:  \*

Address 2:  City/Town:  \*

State/Province: [Select One] \* Zip Code/Postal Code:  \*

**National Identification** \*  
Please complete one of the following fields below:

U.S. SSN:        I do not have a U.S. SSN#

Date of Birth: Month: [Select One] Day:  Year:  \*

Phone 1: Country: USA [Select One]    \*

Phone 2: Country: USA [Select One]    \*

Email:  \*





EXIT SITE  
HELP

How It Works!

- General
- Akas
- Other Address
- Disclosure
- State Disclosures
- CA Disclosure
- CA Notice
- NJ Freeze Letter
- Authorization
- Summary of Rights
- Complete
- Final Submit

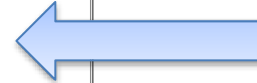
**LEGEND:**  
 NEEDS WORK  
 COMPLETED  
 CURRENT

**ADDITIONAL NAMES**  required information  
 Instructions: Please enter additional names you have been known as. Include maiden name if applicable. To list an additional name, please enter at least First Name and Last Name.

First Name	Middle Name	Last Name	Suffix Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			

BACK NEXT

Enter additional names you have been known as. Includes maiden name if applicable.



Click NEXT



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- CA Disclosure
- CA Notice
- NJ Freeze Letter
- Authorization
- Summary of Rights
- Complete
- Final Submit

**LEGEND:**  
 NEEDS WORK  
 COMPLETED  
 CURRENT

**PREVIOUS ADDRESSES**  required information  
 Instructions: Please enter your previous addresses below. To list your previous address, please enter at least Address 1, City, State, Zip Code, Country and Date. When entering in the dates of residence, please use a 2 digit month followed by the 4 digit year. For example, 01/1990 to 02/1995.  
 Note: If your State/Province is not listed, Please select Other and use the City/Town field to enter your State/Province.

Address 1	Address 2	City/Town	State/Province	Zip/Postal Code	Country	Date
1.			[Select One]		[Select One]	/ / to / /
2.			[Select One]		[Select One]	/ / to / /
3.			[Select One]		[Select One]	/ / to / /
4.			[Select One]		[Select One]	/ / to / /
5.			[Select One]		[Select One]	/ / to / /
6.			[Select One]		[Select One]	/ / to / /
7.			[Select One]		[Select One]	/ / to / /

BACK NEXT

Enter your previous addresses and dates.



Click NEXT



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**LEGEND:**  
 NEEDS WORK  
 COMPLETED  
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**DISCLOSURE**

BACKGROUND SCREENING DISCLOSURE  
 [FOR EMPLOYMENT PURPOSES]

Please be advised that a consumer report may be obtained on you for employment purposes (which includes independent contractors under the Fair Credit Reporting Act (FCRA)).

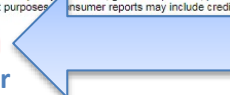
Consumer reports may be obtained at any time after the company receives your written authorization, including during the hiring process; and, during any subsequent period of employment you may have with the company, where permitted by law.

Under the FCRA, consumer reports include any written, oral or other communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living that is used or is expected to be used for employment purposes. Consumer reports may include credit reports, criminal records and driving records, among other forms of information.

I acknowledge that I have read the above.

BACK NEXT

Click in the box after reading the DISCLOSURE, then click NEXT.



screen® EXIT SITE  
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General

Akas

Other Address

Disclosure

State Disclosures

CA Disclosure

CA Notice

NJ Freeze Letter

Authorization

Summary of Rights

Complete

Final Submit

**LEGEND:**  
 NEEDS WORK  
 COMPLETED  
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Please be advised that a consumer report and/or investigative consumer report may be obtained on you for employment purposes. The consumer reporting agency that may provide the company with your report is:

Truescreen, Inc.  
P.O. Box 541  
Southampton, PA 18966  
Telephone: (800) 260-1680  
[www.truescreen.com](http://www.truescreen.com)

BIG's privacy practices with respect to the preparation and processing of consumer reports and/or investigative consumer reports may be found at <http://www.truescreen.com/privacy-policy>.

**For Maine Applicants & Residents**  
Upon request, you will be informed whether or not an investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from us, within 5 business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any reports.

**For Massachusetts Applicants & Residents**  
You have the right, upon request, to know whether the company ordered an investigative consumer report about you. You also have the right to ask the consumer reporting agency for a copy of any such report.

**For Minnesota Applicants & Residents**  
You have the right in most circumstances to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the company ordered about you. The consumer reporting agency must provide you with this disclosure within five (5) business days after its receipt of your request or the report was requested by the company, whichever date is later. If an investigative consumer report is obtained, such a report may include information obtained through personal interviews regarding your character, general reputation, personal characteristics, or mode of living.

**For New Jersey Applicants & Residents**  
You have the right to submit a request to the consumer reporting agency for a copy of any investigative consumer report the company ordered about you.

**For New York Applicants & Residents**  
You have the right, upon written request, to be informed of whether or not a consumer report and/or investigative consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

**For Washington Applicants & Residents**  
If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. You are entitled to this disclosure within five business days after the date your request is received or we ordered the report, whichever is later. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law.

California, Minnesota, and Oklahoma Applicants & Residents:  
You have the right to receive a free copy of your background report. Please check this box if you would like a free copy of your report:

I acknowledge that I have read the above.  \*

← BACK    NEXT →

After reading the Disclosure, click in the box.

Click NEXT

Click in this box stating that you are not a resident of California

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State Disclosures

CA Disclosure

CA Notice

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Authorization

Summary of Rights

Complete

Final Submit

**LEGEND:**  
 NEEDS WORK  
 COMPLETED  
 CURRENT

**CA NOTICE**

Check here if you are not a resident of California and then click NEXT to continue. If you do reside in California, please review below:

**CALIFORNIA APPLICANTS & RESIDENTS WHO WILL REQUIRE CREDIT REPORT REVIEW:**

Please be advised that your credit may be reviewed as part of this application process. A consumer credit report may be obtained through Truescreen, Inc., P.O. Box 541, Southampton, PA 18966, Telephone (800) 260-1680, [www.truescreen.com](http://www.truescreen.com).

You have the right to receive a free copy of your consumer credit report. Please check this box if you would like a free copy of your report:

**Special Notice for Consumer Credit Report Review**  
**CALIFORNIA LABOR CODE SECTION 1024.5**

California's new labor code provision severely restricts an employer's ability to conduct credit checks on employees. Labor Code 1024.5 only allows employers to conduct credit checks for employees who meet one of the following categories:

- A managerial position.
- A position in the State Department of Justice.
- That of a sworn peace officer or other law enforcement position.
- A position for which the information contained in the report is required by law to be disclosed or obtained.
- A position that involves regular access, for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, to all of the following types of information of any one person:
  - (A) Bank or credit card account information.
  - (B) Social security number.
  - (C) Date of birth.
- A position in which the person is, or would be, any of the following:
  - (A) A named signatory on the bank or credit card account of the employer
  - (B) Authorized to transfer money on behalf of the employer.
  - (C) Authorized to enter into financial contracts on behalf of the employer.
- A position that involves access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret that (i) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who may obtain economic value from the disclosure or use of the information, and (ii) is the subject of an effort that is reasonable under the circumstances to maintain secrecy of the information.
- A position that involves regular access to cash totaling ten thousand dollars (\$10,000) or more of the employer, a customer, or client, during the workday.

**EXEMPT INDUSTRIES:** This section does not apply to a person or business subject to Sections 6801 to 6809, inclusive, of Title 15 of the United States Code and state and federal statutes or regulations implementing those sections if the person or business is subject to compliance oversight by a state or federal regulatory agency with respect to those laws. Sections 6801 to 6809 include the following industries (which are excluded from this law):

National banks, Federal branches and Federal agencies of foreign banks, and any subsidiaries of such entities (except broker-dealers)

- Under State insurance law, in the case of any person engaged in providing insurance, by the applicable State insurance authority of the State in which the person is domiciled, subject to section 6701 of this title.
- Under the Federal Trade Commission Act [15 U.S.C. 41 et seq.], by the Federal Trade Commission for any other financial institution or other person that is not subject to the jurisdiction of any agency or authority under paragraphs (1) through (6) of this subsection.

I acknowledge that I have read the above.  \*

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Scroll to the bottom of the notice and click in the box.

Click NEXT

Click in this box stating that you are not a resident of New Jersey



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HELP

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**NJ FREEZE LETTER**

Check here if you are not a resident of New Jersey and then click NEXT to continue. If you do reside in New Jersey, please review below:

**NOTICE**  
New Jersey Consumers Have the Right to Obtain a Security Freeze

The security freeze will prohibit a consumer reporting agency from releasing any information in your credit report without your express authorization or approval.

The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. When you place a security freeze on your credit report, within five business days you will be provided a personal identification number or password to use if you choose to remove the freeze on your credit report or to temporarily authorize the release of your credit report for a specific party, parties or period of time after the freeze is in place. To provide that authorization, you must contact the consumer reporting agency (contact information below) and provide all of the following:

(i) The unique personal identification number or password provided by the consumer reporting agency;  
(ii) Proper identification to verify your identity; and  
(iii) The proper information regarding the third party or parties who are to receive the credit report or the period of time for which the report shall be available to users of the credit report.

A consumer reporting agency that receives a request from a consumer to lift temporarily a freeze on a credit report shall comply with the request no later than three business days or less, as provided by regulation, after receiving the request.

A security freeze does not apply to circumstances in which you have an existing account relationship and a copy of your report is requested by your existing creditor or its agents or affiliates for certain types of account review, collection, fraud control or similar activities. If you are actively seeking credit, you should understand that the procedures involved in lifting a security freeze may slow your own applications for credit. You should plan ahead and lift a freeze, either completely if you are shopping around, or specifically for a certain creditor, a few days before actually applying for new credit.

You have a right to bring a civil action against someone who violates your rights under the credit reporting laws. The action can be brought against a consumer reporting agency or a user of your credit report.

TRUESCREENS, INC.  
A Vertical Screen® Company  
Attn: Consumer Disclosure  
P.O. Box 541, Southampton, PA 18986  
Toll-free phone – (800) 260-1680

I acknowledge that I have read the above.

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Scroll to the bottom of the letter and click in the box.



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**AUTHORIZATION**

**RELEASE AUTHORIZATION AND FAIR CREDIT REPORTING ACT DISCLOSURE [VOLUNTEERS]**

The applicant, a volunteer, acknowledges that this company may now, or at any time while applicant volunteers for the company, shall verify information within the application. In the event that information from the report is utilized in whole or in part in making an adverse decision, before making the adverse decision, we will provide to you a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

Please be advised that we may also obtain an *investigative consumer report* including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your present and previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the investigation requested.

Additional information concerning the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq., is available at the Federal Trade Commission's web site <http://www.ftc.gov>. For more information, including information about additional rights, go to <http://www.consumerfinance.gov/learnmore> or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

By signing below, I hereby authorize all entities having information about me, including present and former employers, personal references, criminal justice agencies, departments of motor vehicles, schools, licensing agencies, and credit reporting agencies, to release such information to the company or any of its affiliates or carriers. I acknowledge and agree that this Release and Authorization shall remain valid and in effect during the term of my contract.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights contact:

Type of Business	Contact
1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list in addition to the Bureau:	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center-FCRA Washington, DC 20550 (877) 382-4357 c. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 d. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 e. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	f. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314 g. Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20560 h. Office of Proceedings, Surface Transportation Board Department of Transportation 1025 K Street NW Washington, DC 20423 i. Freight Packers and Stockyards Administration area supervisor Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20560 j. Securities and Exchange Commission 100 F Street NE Washington, DC 20549 k. Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
3. Air Carriers	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20550 (877)382-4357
4. Creditors Subject to Surface Transportation Board	
5. Creditors Subject to Packers and Stockyards Act, 1921	
6. Small Business Investment Companies	
7. Brokers and Dealers	
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	
9. Retailers, Finance Companies, and Other Creditors Not Listed Above	

1. Jamie Varner  Agree

Date: 02/22/2018 (mm/dd/yyyy)

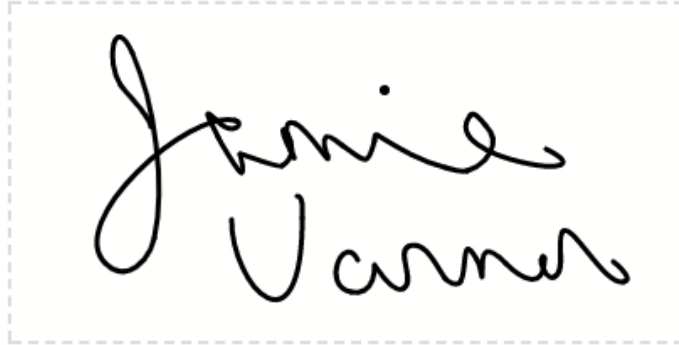
**CLICK HERE TO SIGN**

Error collecting mouse signature. If you are experiencing difficulties signing the pop-ups from [www.applicationstation.com](http://www.applicationstation.com), please make sure that your pop-up blocker is either disabled or set to allow pop-ups from [www.applicationstation.com](http://www.applicationstation.com). If you are unable to provide your mouse signature, please check HERE to proceed.

← BACK NEXT →



Use your mouse to draw your signature into the field below.  
 Click "Start Over" to remove your signature and sign again.  
 Once you are completely satisfied with your signature, click Apply Signature.




This box appears when you click on "CLICK HERE TO SIGN." Click in the signature field and use your mouse to sign the form, then click APPLY SIGNATURE.

— CLOSE     START OVER     APPLY SIGNATURE

- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to an employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you chose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- You may seek damages from violators. If a consumer reporting agency, or in some cases a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights contact:

Type of Business	Contact
1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center-FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
d. Federal Credit Unions	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
3. Air Carriers	Office of Proceedings, Surface Transportation Board Department of Transportation 1325 K Street NW Washington, DC 20423
4. Creditors Subject to Surface Transportation Board	Nearest Packers and Stockyards Administration area supervisor
5. Creditors Subject to Packers and Stockyards Act, 1921	Associate Deputy Administrator for Capital Access United States Small Business Administration 405 Third Street, SW, 9th Floor Washington, DC 20416
6. Small Business Investment Companies	Securities and Exchange Commission 100 F Street NE Washington, DC 20549
7. Brokers and Dealers	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	FTC Regional Office for region in which the creditor operates or Federal Trade Commission; Consumer Response Center - FCRA Washington, DC 20580 (877)382-4357
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	

I acknowledge that I have read the above.  

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Scroll to the bottom of the SUMMARY OF RIGHTS and click in the box.





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### REVIEW EACH SECTION

Please review the summary information below. If you find any errors or wish to modify a section, use the section links to go back and edit your information. Once you have reviewed and are satisfied with your data sheet, you may click submit.

[PROCEED](#)

#### Your Datasheet Summary

**General Section - [Change](#)**

Last Name:  
 First Name:  
 Middle Initial:  
 Suffix Name:  
 Country:  
 Address 1:  
 Address 2:  
 City/Town:  
 State/Province:  
 Zip Code/Postal Code:  
 U.S. SSN:  
 I do not have a U.S. SSN#:  
 Date of Birth:  
 Phone 1:  
 Phone 2:  
 Email Address:

**Akas Section - [Change](#)**

Name 1:  
 Name 2:  
 Name 3:  
 Name 4:  
 Name 5:  
 Name 6:  
 Name 7:

**Other Addresses Section - [Change](#)**

Address 1:  
 Address 2:  
 Address 3:  
 Address 4:  
 Address 5:  
 Address 6:  
 Address 7:

[PROCEED](#)

Review the Datasheet Summary. You are able to make changes to your information, if necessary.



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### FINAL SUBMIT

If you wish, you may go back and review the information you have supplied one more time for accuracy and completeness. To review the information you have entered, click the "Complete" link on the left hand side of the page.

If you are satisfied with the information you have supplied, click "Proceed to Payment" to provide **PAYMENT INFORMATION**.

Please Note that when you click Proceed to Payment:

1. You will be prompted for payment information. Once processed, your Order will be completed and you will NOT be able to make any modifications to the information you have supplied.
2. Your credit card will be authorized: \$50.00(USD).  
 \*Please Note: The actual charge for your report may vary based on search fees. Your report fee will NOT EXCEED \$50.00(USD) but may be less.
3. You will also be notified via email when the report is complete. The report may be completed in 3 to 5 business days, but may be delayed due to circumstances outside of our control. The email address you have provided is: j.varner@msstate.edu. If this is invalid, please click the General section link and update the email address field.
4. Once notified you may log back in to Application Station using your UserName, Password, and ApplicationStation code to view the results of your report.
5. Charges will appear on your statement as Vertical Screen Inc. or as a shorter version: "Vertical Scr.", depending on your statement's format. Please also note that the actual charge amount may be less than the authorization amount. If you have questions about a charge, please contact Applicant Services at 844-817-8410.

[PROCEED TO PAYMENT ▶](#)



The cost of the Background Investigation is a minimum of \$24.00. The cost varies depending on additional criminal fees. At the onset, your credit card will be held for a maximum of \$50.00. You will be credited if no additional fees were required by the county, once the background check is complete. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation.



EXIT SITE  
HELP

How It Works:

- General ✓
- Akas ✓
- Other Address ✓
- Disclosure ✓
- State Disclosures ✓
- CA Disclosure ✓
- CA Notice ✓
- NJ Freeze Letter ✓
- Authorization ✓
- Summary of Rights ✓
- Complete ✓
- Final Submit

LEGEND:  
 NEEDS WORK  
 COMPLETED  
 CURRENT

BACK NEXT

### PAYMENT required information

Instructions: Please complete the information below.

**Please Note:**

- The maximum fee for your investigation will be \$50.00(USD). Your investigation fee may be less than \$50.00(USD) based on applicable search charges, but will not exceed it.
- Charges will appear on your statement as Vertical Screen Inc. or as a shorter version: "Vertical Scr.", depending on your statement's format. Please also note that the actual charge amount may be less than the authorization amount; if you have questions about a charge, please contact Applicant Services at 844-817-8410.
- If using a DEBIT card, the authorization will post to your account today. Your Debit Card will then incur a second capture fee when Vertical Screen, Inc. completes the background checking screen. Vertical Screen, Inc. will post the full authorization back to your DEBIT card immediately. Depending on your bank the funds may take 24-48 hours to post.

NOTE: Please note, if you use PayPal as your preferred method of payment, we do not accept Bill Me Later®. Please do not close the PayPal pop up window until your transaction is complete. If you would like to cancel your transaction at any time please click the Cancel and Return to Vertical link.

[What is PayPal?](#)

Select either PayPal or Credit Card