



**NATIONAL CENTER
FOR SAFETY INITIATIVES**

Dear Applicants:

WESTHILLS BASEBALL 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.

WESTHILLS BASEBALL 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 WESTHILLS BASEBALL.

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: 35204633
- 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 WESTHILLS BASEBALL. 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 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.

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!