



USA Fencing Association NCSI Criminal Background Screening Frequently Asked Questions

General Screening Information

Q: Who is NCSI?

A: NCSI, known as the Gold Standard provider of background screening programs for youth serving organizations, is the authorized provider for USA Fencing's national screening program. NCSI has been a trailblazer in youth protection for nearly two decades and is recognized by the National Council of Youth Sports for its pioneering work. NCSI provides services to the United States Olympic & Paralympic Committee, as well as to more than 60 national governing bodies in sport. NCSI is accredited by the Professional Background Screeners Association and has offices across the country.

Q: Who do I contact if I have questions about my criminal background screening?

A: Please reach out with any questions or concerns you may have. We're happy to assist you. NCSI can be reached via email: support@ncsisafe.com or by calling 866-996-7412. NCSI's normal business hours are Monday through Friday from 9:00 a.m. - 5 p.m. Eastern Time. We will typically respond to you the same day or within one business day.

You can also contact USA Fencing at information@usafencing.org.

Q: How much time will it take for my background screening to be completed?

A: Generally, background checks are completed within 3-5 business days for domestic screens and 7-10 business days for international screens. However, delays are possible, so please plan accordingly.

Q: Is the information supplied to NCSI secure?

A: NCSI is aligned with industry best practices regarding data security, including high level encryption to protect information submitted online. Internal security measures ensure that your personal information is only viewed as needed to process your screen by qualified personnel

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who are trained in handling confidential data. NCSI is PCI-compliant and does not share any personal information with third-parties.

Q: What information is needed to process my background screen?

A: The background screening application requires the submission of a

- full legal name
- address
- date of birth
- social security number

All of the required fields are marked with an asterisk. We are unable to complete the background screening if any of the required information is not provided.

Q: Is USA Fencing and/or NCSI completing a credit check when processing the background check information?

A: No, USA Fencing and/or NCSI are NOT processing a credit check on anyone going through the background screening process. As a Consumer Reporting Agency (CRA), NCSI is compliant with the Fair Credit Reporting Act (FCRA), but a credit check is not being conducted.

Q: How will I know if there's a problem with my background check or if NCSI needs information from me?

A: If more information is needed to complete your background screen then NCSI will notify you via email. These messages are dispatched from the NCSI Verification Team using our server: support@ncsisafe.com USFA & your screening file number will appear in the subject line of the verification email.

Q: What can I do if I think my report is incorrect?

A: You will be provided an opportunity to alert NCSI of any questions or potential errors on your report. Email will be our primary way of communicating with you, so be sure to provide an accurate email address and check it regularly until your screen is complete. For any questions regarding inaccuracies, please reach out to compliance@ncsisafe.com

Registration for Screening

Q: Can I register using my cell phone?

A: NCSI's registration process is best completed using a desktop or laptop. While it may be possible to complete your registration on a cell phone, the experience will be easier on a desktop or laptop.

Q: Do I need to have an active email address?

A: Yes. An active email address is required in order to complete your background screening. NCSI's primary form of communication with you is via email. It is VERY IMPORTANT that you provide an email address and that you check it frequently following your initial application. We

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encourage you to use the same email address that is used for your USA Fencing membership profile. Please add @ncsisafe.com to your accepted email domain list to receive notifications from NCSI.

Q: I tried to complete my background screening with NCSI and their system “timed out”. What do I need to do?

A: NCSI’s system is set to time-out after 30 minutes without activity. Please have all information ready in advance to avoid a time out event. In the event of a time out, the information you entered is not stored or transmitted, so you will need to start the process over. You will know the process is completed when you receive a confirmation page with your 16-digit registrant ID number.

Q: Can a non-citizen of the United States without a social security number complete the background screening requirement?

A: Yes, individuals with or without a social security number can submit their background check screening using the same submission instructions. However, the processing time may be longer, and the processing fees may differ from a domestic screen due to the need to conduct an international search. If you are needing to complete a background screen without a social security number, please reach out directly to NCSI at support@ncsisafe.com or USA Fencing at information@usafencing.org and a representative will walk you through the process.

Q: My background screening certification has expired. What do I do?

A: The process to re-certify your background screening is the same as when you originally applied. USA Fencing and NCSI recommend that you begin the re-screening 4-6 weeks prior to your background screening expiration date.

Costs and Payment

Q: What is the cost of the domestic criminal background screening?

A: The cost of a domestic background screening is included in your Coach, +CheckEd or +Coach membership.

Q: Is an international search required?

A: An international search is required for U.S. citizens who have lived outside of the United States for six consecutive months in any one country, during the past seven years. Please make sure you have ncsisafe.com as an approved domain on your email, as you will receive emails with additional paperwork based on the country or countries that need to be screened.

Q: What is the cost for an international search?

A: The cost for an international search is \$35 for Canada, and \$150 for any other country.

Status and Results

Q: How do I obtain a status update, copy of, or receipt for my criminal background check screening?

A: Please reach out to NCSI's Support Team at support@ncsisafe.com or 866-996-7412 OR you can reach out to USA Fencing at information@usafencing.org.

Q: Will I be notified when my background screening is complete?

A: No, NCSI will transfer the results directly to USA Fencing so that the participation determination can be made.

Q: Why is my background screening taking longer than another registrant that submitted a background screen at the same time?

A: NCSI performs one or more county court searches and federal district court searches as part of the background screening. These involve getting information directly from the courts in question. Some courts may return information to NCSI the same day, while others can take longer. Once NCSI has information back from the courts, it is processed right away. Other delays may result when NCSI requests additional information from you.

Q: How will I be notified if NCSI needs additional information or payment from me?

A: NCSI will send a notice to you via email with relevant instructions if we need to search internationally. This notice will come to you in the days following your initial application if your group or affiliate is not paying for your background screen. It is very important that you check your email and respond promptly to this request, since your background screening will be on hold until you respond.

Q: What information is provided to USA Fencing from my criminal background screening?

A: USA Fencing can be made aware of the content provided on a background screening report. Limited staff members of USA Fencing designated by the safe sport department may have access to the screening report.

Q: When does the criminal background screening expire?

A: A USA Fencing screening is valid for 2 years from its completion date.