

MVR Check Instructions

Access the First Advantage Candidate Data Capture system by visiting <https://enterprise.fadv.com/pub/l/prospects/cycling/USACycling> in your internet browser.

- a. Enter the following required information:
 - i. First name
 - ii. Last name
 - iii. Email address
 - iv. Country of residence
- b. Create and enter a password that meets the following criteria:
 - i. Must contain 8 characters
 - ii. Must contain 3 of the 4 types of characters:
 1. Upper case letter A-Z
 2. Lower case letter a-z
 3. Digit 0-9
 4. Symbol !@#\$%^&*()_+
- c. Choose your Security Question and answer
- d. Enter the verification characters
- e. Click the Save & Continue button

Note: The username and password is in case of the need to revisit the system later in time to complete the application or update any information for any reason.

2. Read and agree to the Authorization, Acknowledgement and Release by selecting the appropriate Yes or No button at the bottom of the screen.

Note: If you do not agree to the terms of the Online Application, you will not be allowed to proceed with the MVR check to obtain your license, or qualify for insurance coverage during a USA Cycling permitted event.

- a. Confirm your first and last name (to increase accuracy of the MVR check, please enter the name to match your drivers' license).
- b. Enter the first 5 digits of your SSN or government issued ID
- c. Enter your current address into the system by completing the following fields:
 - i. Country
 - ii. Address 1
 - iii. Address 2 if applicable (Apt., Unit, Suite, etc...)
 - iv. City
 - v. State
 - vi. Zip
- d. **DO NOT check the box to receive a copy of your Consumer Report.** Selecting this box will result in you being contacted by other third parties to solicit you to purchase your credit report or other consumer type reports.
- e. Sign your name with your mouse or touchpad while holding the left button
- f. Click the I Consent button

3. Address History
 - a. Confirm your address
 - b. Enter your start date of your current address
 - c. Click Save and Continue
4. Personal Information
 - a. Answer if you have a United States Social Security Number.
 - b. Enter nine zeros (Although it says it is required, a valid one is not. However, entering a fake one other than nine zeros could cause an error.)
 - c. Confirm your full name as it appears on your license or government ID
 - d. Enter your date of birth following the format DD/MMM/YYYY ex: 01/OCT/1981
 - e. Enter your phone number
 - f. Provide any aliases used
 - g. Answer if you have a valid Driver's License and enter the required information:
 - i. Country
 - ii. State/Province
 - iii. Driver's License # (enter only the numbers, no dashes)
 - iv. Class if applicable
 - v. Select License Type
 - h. If you are a Motor Referee, select Yes in the drop down box, and enter your USA Cycling license number in the USA Cycling Number field.
 - i. Select Save and Continue
5. Review Profile
 - a. Review and confirm all information submitted
 - b. If you would like to print the application, select Preview and Print
 - c. Select Submit Profile
6. Enter Payment Information
 - a. Select type
 - b. Enter account number
 - c. Enter security code
 - d. Enter expiration date
 - e. Enter first name
 - f. Enter last name
 - g. Enter billing country
 - h. Enter billing address 1
 - i. Enter billing address 2 (if applicable)
 - j. Enter billing city
 - k. Enter billing state
 - l. Enter billing zip code
 - m. Select Submit Payment & Profile