

Dear Registrant:

North Penn Lacrosse Club welcomes you to the PA Document Repository Service with National Center for Safety Initiatives (NCSI). Please follow the directions below to start the process.

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Simply go to: [www.ncsisafe.com/Members/Reg?srb=69041039](http://www.ncsisafe.com/Members/Reg?srb=69041039)

- Step 1: Enter your information
- Step 2: Upload your three documents
- 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 current ID (state driver's license, passport or state ID with name and DOB).** Please also verify that your social security number was typed correctly. Using nicknames or failing to type a correct social security number may delay or invalidate the upload of your documents.

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NCSI will contact you directly if there are any questions, problems or issues related to your specific information. **An email address is required** when completing the document upload as our contact with you will largely be electronic. Please be sure to add ncsisafe.com to your list of acceptable domains in your email program to receive notifications from us.

If you have any questions or problems submitting your information, please email [applicantsservices@ncsisafe.com](mailto:applicantsservices@ncsisafe.com) or call the NCSI at (440) 542-9833 or toll free (866) 833-7100.

Thank you for your cooperation in this important process.