



Dear Applicants:

West Jeff Baseball Association 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.

West Jeff Baseball Association 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 *Recommended Guidelines*® published by the National Council of Youth Sports. This is part of a national movement towards the standardization of safety programs for youth-serving organizations in this country.

West Jeff Baseball Association has worked with National Center for Safety Initiatives to ensure that this process is convenient, secure and confidential.

Simply go to <http://www.ncsisafe.com> and click on "Background Check Self Registration" on the left side of the webpage. Complete three easy steps:

- Step 1: Enter Self Registration Number: **60392859**
- Step 2: Enter Your Information as Requested
- Step 3: Provide Legal Authorization and Certification

The "Red Light/Green Light" Results will be sent to West Jeff Baseball Association. National Center for Safety Initiatives 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 background check as our contact with you will largely be electronic.

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 was typed correctly. Using nicknames or failing to type a correct social security number may delay or invalidate your background check.

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 continued participation and your cooperation in this important process. We are excited to offer world-class programs, working with world-class people!