

# Account Setting Worksheet

## District Nazarene

Church Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Number of Employees/Volunteers: \_\_\_\_\_ Estimated numbers of checks to be run annually: \_\_\_\_\_

### **Administration / Primary User Contact Information / Billing Information**

*This person will be the administrator for the account and will be able to set up additional users. User access information, Quick Start Guide, and monthly invoices will be emailed to the administrator.*

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

*Please note that monthly billing will be sent via email.*

National Screening Bureau will set you up on the \$15.00 Recommended Package which includes:

- ID Verification / Previous Address Search
- Multi-Jurisdiction (Nationwide) Criminal Record search including Alias Names shown on the ID search
- Single County Criminal Search

1. Would you like to upgrade your county criminal search component so that a county criminal search for each county that your applicant has lived in during the past seven years will automatically be ordered, based on the addresses that are revealed in the SSN/ID Verification search? (Standard county criminal search rates of \$10 per county will apply)  
\_\_\_\_ Yes \_\_\_\_ No
2. I understand that any additional fees which may be charged by courts, will be billed to our account.  
\_\_\_\_ Yes
3. Would you like for us to create a customizable web link for your account so your applicants may submit screening requests/give electronic authorization directly on our secure server?  
(~~\$25 one time set up fee~~) **Only \$10 if you sign up by April 15, 2011!**  
\_\_\_\_ Yes \_\_\_\_ No

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please fax this form to 316-223-1094**

**NATIONAL SCREENING BUREAU**

920 N. Tyler, Suite 302

Wichita, KS 67212

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