Dear Applicants:

The Santa Barbara School of Squash is pleased to continue its partnership with National Center for Safety Initiatives, through which we will engage in a comprehensive background screening of our coaches and volunteers.

The Santa Barbara School of Squash 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 program using NCSI's Full Service product and a simple "Red Light/Green Light clearance report issued in accordance with the criteria chosen by The Santa Barbara School of Squash.

Simply go to http://www.ncsisafe.com and click on "Start Your Background Screening Now" on the left side of the webpage. Complete three easy steps:

> Step 1: Enter Self Registration Number: **60493885**
> Step 2: Enter Your Information as Requested
> Step 3: Provide Legal Authorization and Certification

The "Red Light/Green Light" Results will be sent to The Santa Barbara School of Squash. 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. Please be sure to add @ncsisafe.com to your list of acceptable domains in your email program to receive notifications from us.

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.

Once you have submitted your information you will receive a confirmation page. The background check generally takes 10 business days to complete and you may check your status on our website under the "Check Your Background Screening Status" link at www.ncsisafe.com.

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!