



## **NATIONAL SCREENING BUREAU**

200 W Douglas, Suite 600  
Wichita, KS 67202  
(316) 263-4400 1-877-263-4405  
(316) 223-1094 Fax

### **Process for screening staff members or volunteers**

1. Have the applicant read and sign the Authorization and Disclosure Form. We also recommend obtaining a copy of their Drivers License so you have a photo ID in your file.
  - a. Make a copy of the completed form and give the original to you applicant.
  - b. Keep a copy for your records. You will need to have the authorization on file for 4 years after the applicant is no longer part of you organization.
2. Give the applicant a copy of the “Summary of your rights under the FCRA”. This is a federally required document that explains what course of action applicants can take if they wish to dispute the finding of a background check.
3. Submit the information to Natsb and select the appropriate level of background check for the applicant’s position.
4. If you decide not to hire/utilize an applicant based in whole or in part on the results from the background screening, you are required to complete a process know as Adverse Action.
  - a. You can do this by logging on to your system, going to the search tab and searching for the applicants’ application. Go to the product selection area and select adverse action. We will send out the necessary information to your applicant and keep you informed of the results, or we can provide you the form and you can counsel with the applicant.

If you have any questions please feel free to contact us  
316-263-4400  
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