



INSTRUCTIONS FOR COMPLETING YOUR BACKGROUND CHECK

(required prior to arrival at OKLAHOMA CONFERENCE)

VERIFIED VOLUNTEERS VERIFIED VOLUNTEERS
GO ONLINE TO

WWW.NCSRISK.ORG/ADVENTIST

Select-> "First Time – Registrant"

Union – "Southwestern"

Conference – "Oklahoma Conference"

Work Location – "(name of your district or school)"

Allow 2 hours time or save work as you go through.

When training is completed, you will be routed to a consent form that you must submit in order to complete your background check for yourself through the NCS Risk website.

You will receive an email from Verified Volunteers telling you what to do next to FINISH the process.

If your job requires you to transport children, you must provide your valid driver license information and request the DMV check.

If you experience any difficulties, please contact the Customer Care Dept. at 855-326-1860, Option #3.

The results of the background check will be sent to Joan Rupe at the Oklahoma Conference within 24-72 hours, and your supervisor will be informed of your status – accepted or declined.

