



# Background Check Request Instructions

**Step 1:** Read the instructions carefully. Enter your email and click Continue.



## Welcome!

You are here to complete the background check process as part of the requirements for Soroptimist. In order to obtain your report, please review the information on the following pages and complete all required fields, including any former name used within the past 7 years.

You will electronically sign a Disclosure form and Acknowledgment and Authorization form to authorize Global Investigative Services (GIS), to conduct a background check on you.

You will be sent a copy of your report to the email address provided upon completion of the search. The cost is \$12. The results of the background check may require a more thorough investigation with additional fees. If additional fees are incurred, you will be contacted by GIS as we do not retain credit card information. Please refer to SIA's Background Check Policy for guidance.

Please enter your email address below to get started:

PLEASE ENTER YOUR EMAIL TO CONTINUE:

Continue

**Step 2:** Check your email for the verification code sent.



## Email Verification

A verification code was sent to **afredette@gispi.com**. Enter the code below to verify your email address.

EMAIL VERIFICATION CODE

Start Over

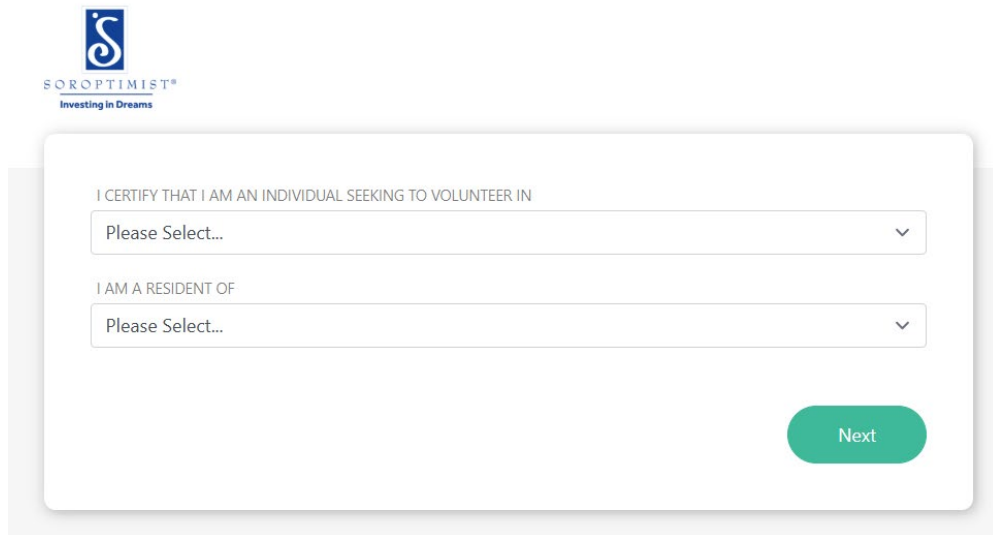
Resend Email

Continue

PO Box 95000 - 2553 | Philadelphia, PA 19195 | 215-893-9000 | [siahq@soroptimist.org](mailto:siahq@soroptimist.org) | [Soroptimist.org](http://Soroptimist.org) | [LiveYourDream.org](http://LiveYourDream.org)

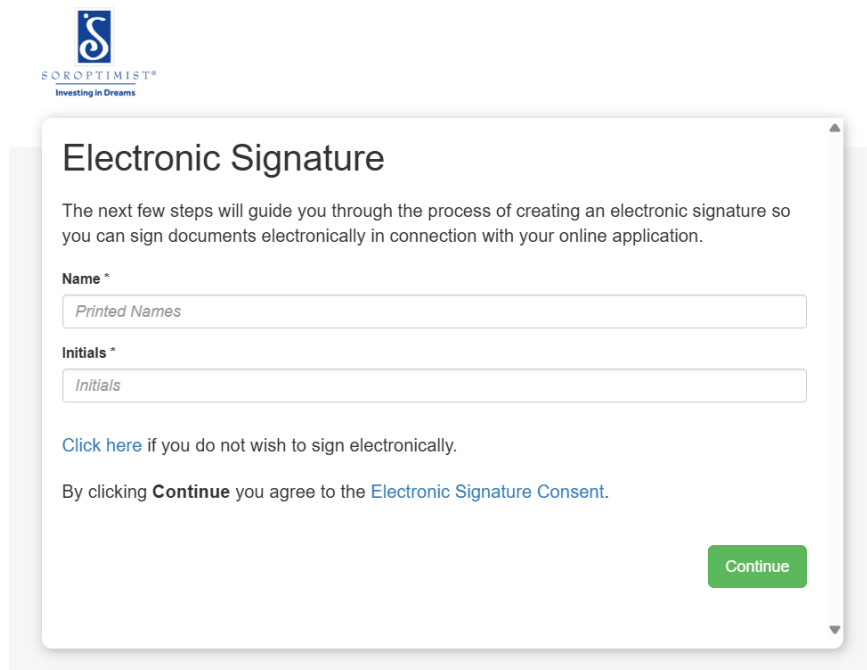
Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment, specifically those facing significant obstacles.

**Step 3:** First select the state you are volunteering in, followed by the state you reside in.



The screenshot shows the Soroptimist logo at the top left. Below it is a white form box with a light gray border. Inside the box, there are two dropdown menus. The first dropdown is labeled "I CERTIFY THAT I AM AN INDIVIDUAL SEEKING TO VOLUNTEER IN" and the second is labeled "I AM A RESIDENT OF". Both dropdowns have "Please Select..." as the placeholder text. A green "Next" button is located at the bottom right of the form box.

**Step 4:** Enter your name and initials.



The screenshot shows the Soroptimist logo at the top left. Below it is a white form box with a light gray border. The form has a title "Electronic Signature" and a paragraph explaining the process. There are two input fields: "Name \*" with a placeholder "Printed Names" and "Initials \*" with a placeholder "Initials". Below the input fields, there is a link "Click here" and a paragraph stating "By clicking **Continue** you agree to the [Electronic Signature Consent](#)." A green "Continue" button is located at the bottom right of the form box.

## Step 5: Sign the necessary disclosure and authorization forms.



### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Soroptimist (the "Company") may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by Global Investigative Services, 301-589-0088, 12154 Darnestown Rd. #208 Gaithersburg, MD 20878. To the extent permitted by law, the Company may obtain consumer reports from any outside organization throughout the course of your employment.

☐ I acknowledge receipt of the DISCLOSURE FOR BACKGROUND INVESTIGATION and certify that I have read and understand this document.

Next



*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.*

#### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:



## ACKNOWLEDGMENT AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the procurement of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Global Investigative Services, 12154 Darnestown Rd. #208 Gaithersburg, MD 20878, Phone: 301-589-0088, Fax: (301) 589-6055, gispi.com, another outside organization acting on behalf of Soroptimist ("the Company"), and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by typing my name and the last four digits of my Social Security Number or User ID, and clicking on the "Next" button below, constitutes my electronic signature, dated as of when I click on the "Next" button, and that by doing so:


- I am authorizing Global Investigative Services to conduct the background check(s) described above
- I am consenting to use electronic means to sign this form and have read and understand the above disclosure
- I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling Global Investigative Services at Phone: 301-589-0088, Fax: (301) 589-6055.



Name: Joe Cool  
IP Address: 108.34.140.210

Next

## Step 6: Fill out the fields with the required information.



**SOROPTIMIST**  
Inspiring in Dreams

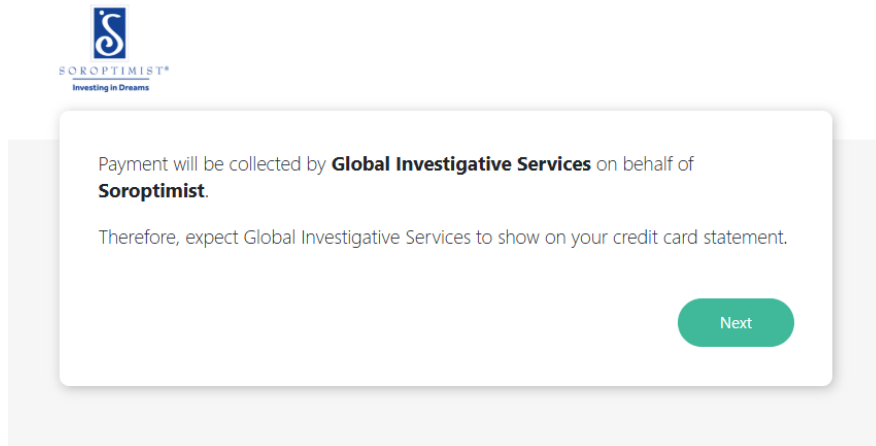
### Instructions

1. Complete all sections of the questionnaire below. Double check all information provided to avoid any delays in processing.
2. GIS will process your background check and send you an email with a link to access the results. The email will be sent to the address you provide below on the form within 1 to 3 business days.
3. If additional fees are incurred, you will be contacted by GIS.
4. Soroptimist headquarters will also receive a copy of the completed report.
5. If you have any questions or issues during the process, please contact GIS: 301-589-0088 or via email: [customersvc@gispi.com](mailto:customersvc@gispi.com).

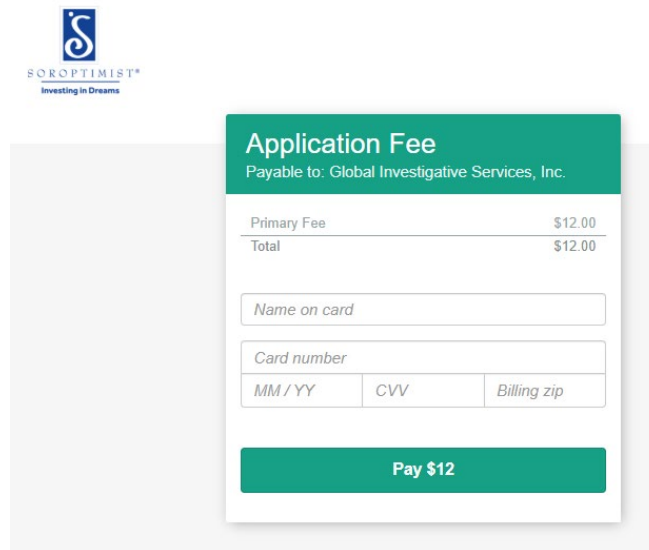
<p><b>Club Name *</b></p> <input style="width: 100%;" type="text"/>	<p><b>SSN *</b></p> <input style="width: 100%;" type="text"/>
<p><b>Name *</b></p> <div style="display: flex; justify-content: space-between;"> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="First"/> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="Middle"/> </div> <p style="text-align: center;"><input type="checkbox"/> No Middle Name</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Last"/>	<p><b>Confirm SSN *</b></p> <input style="width: 100%;" type="text"/>
<p><b>Former Name</b></p> <div style="display: flex; justify-content: space-between;"> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="First"/> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="Last"/> </div>	<p><b>Date of Birth *</b> <small>MM DD YYYY</small></p> <input style="width: 100%;" type="text"/>
<p><b>Phone *</b></p> <input style="width: 100%;" type="text" value="Phone"/>	<p><b>Address *</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input style="width: 100%;" type="text" value="United States"/> </div> <div style="width: 30%; text-align: right;">▼</div> </div> <input style="width: 100%;" type="text" value="Street Address"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="City"/> <input style="width: 10%; border: 1px solid #ccc;" type="text" value="ST"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="Zip"/> </div>
<p><b>Email *</b></p> <input style="width: 100%;" type="text" value="afredette@gispi.com"/>	

Next

**Step 7:** Enter your card information to pay the application fee and submit your background check.



The screenshot shows the Soroptimist logo at the top left. Below it, a white box with a green border contains the following text: "Payment will be collected by **Global Investigative Services** on behalf of **Soroptimist**." and "Therefore, expect Global Investigative Services to show on your credit card statement." At the bottom right of the box is a green button labeled "Next".



The screenshot shows the Soroptimist logo at the top left. Below it, a green box with a white border contains the following text: "Application Fee" and "Payable to: Global Investigative Services, Inc." Below this is a table with two columns: "Primary Fee" and "Total", both showing "\$12.00". Below the table are three input fields: "Name on card", "Card number", and "Billing zip". At the bottom is a green button labeled "Pay \$12".

Application Fee	
Payable to: Global Investigative Services, Inc.	
Primary Fee	\$12.00
Total	\$12.00
Name on card	
Card number	
MM / YY	CVV
Billing zip	
Pay \$12	

If you have any additional questions or concerns, please contact Global Investigative Services at [customersvc@gispi.com](mailto:customersvc@gispi.com) or call 800-589-6595.