

Dear Registrant:

THE COLONIAL FIGURE SKATING CLUB INC welcomes you to background screening with National Center for Safety Initiatives (NCSI).

Please follow the directions below to start the online registration process.

Go to www.ncsisafe.com, click on "START YOUR BACKGROUND SCREENING NOW".

- STEP 1:** Enter Self-Registration Number: 34723459
- STEP 2:** Enter your information as requested
- STEP 3:** Provide Legal Authorization and Certification

It is important when entering your name, that you use your full legal name as written on your current ID (state driver's license, passport or state ID with name and DOB). 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.

Once you have submitted your information you will receive a confirmation page with a 16-digit Applicant ID Number. 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.

NCSI 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.

If you have any questions or need further assistance, please contact NCSI via:

Email: applicantsservices@ncsisafe.com, or compliance@ncsisafe.com

Phone: (440) 542-9690 or toll free (866) 833-7100

Thank you for your cooperation in this important process.