

DYA

Background Check for Coaches

Though the support of USA Baseball, DYA is able to conduct background checks for all DYA coaches who will be working closely with DYA youth. This background check is provided at no cost to our coaches and is required to be updated every two years.

Instructions for accessing the background check module:

1. Go to www.sportdev.org and create a new account / log into existing account.
2. Click on the **Background Check** button at the top. Please read through the information regarding the background check process. Next, at the bottom of the screen select the **Get Started** button.

Background Checks

Baseball should be a positive and rewarding experience for our youth. In an effort to create a safe environment within our sport, all organizations operating within amateur baseball should have a background check policy. Screening should be conducted on all participating adults that have contact with minor athletes, at minimum, with a background check that searches both the National Criminal Database and the National Sex Offender Registry.


Please keep in mind that the above is just the minimum standard. USA Baseball works with [JD Palatine](#) to screen all participating adults in our programming. Individuals working with us will have undergone and passed a background check that covers:

- ID Check w/SSN Verification (*Please note that USA Baseball does not run your credit history. The background check service provider uses TransAmerica to verify Social Security Numbers; thus, you may see this on your credit report, but this is only to verify Social Security Numbers. If you have any questions, please contact Kyle Lubrano, Senior Director Athlete Safety at KyleLubrano@usabaseball.com*)
- JDP National Criminal Database
- JDP National Sex Offender Registry Including all 50 States, US Territories, and American Indian Tribe Registries
- County Search – Criminal Felony and Misdemeanor – 7 Year Residence History of Provided Name – Unlimited Counties


There is no greater responsibility a youth sports organization has than the safety and well-being of their athletes. Selecting the right background check service provider and criteria for background checks, lowers the risk that your organization engages with an individual who should not be involved in youth sports. To that end, USA Baseball is pleased to offer the minimum standard check service through JD Palatine to all amateur baseball organizations. If your organization decides to use this service, please note that you will be using our adjudication matrix and the disqualifying factors we use as the national governing body. **Further we require a signed terms and condition agreement, so you must contact us to set up your organization before sending individuals through the platform. Red lighted individuals will show up on our banned list.** If your baseball organization is interested in providing screens through JD Palatine, please email BGC@usabaseball.com.

GET STARTED

3. Select the **Standard Background Check** option.




Standard Background Check

 *Organizations wishing to use JDP background check services through USA Baseball, need to contact bgc@usabaseball.com before doing so. PLEASE DO NOT ATTEMPT TO PURCHASE MULTIPLE BACKGROUND CHECKS WITH ONE ACCOUNT.

STANDARD Background Check

The Standard Background Check includes The JDP National Criminal Database, JDP National Sex Offender Registry along with 100's of State and Federal Sanctions Lists, Fugitive Watch Lists, FBI Most Wanted, and Terrorist Watch Lists.


Comprehensive Background Check

 *Organizations wishing to use JDP background check services through USA Baseball, need to contact bgc@usabaseball.com before doing so. PLEASE DO NOT ATTEMPT TO PURCHASE MULTIPLE BACKGROUND CHECKS WITH ONE ACCOUNT.

COMPREHENSIVE Background Check

The Comprehensive Background Check includes a Social Security ID search, 7 Year Residence History County Criminal Felony and Misdemeanor Search, The JDP and alternate National Criminal Databases, JDP National Sex Offender Registry, Federal Criminal Records,... [Details](#)

Medical Professional Check

 *Organizations wishing to use JDP background check services through USA Baseball, need to contact bgc@usabaseball.com before doing so. PLEASE DO NOT ATTEMPT TO PURCHASE MULTIPLE BACKGROUND CHECKS WITH ONE ACCOUNT.

Medical Professional Check

The Medical Professional Check includes a Social Security ID search, 7 Year Residence History County Criminal Felony and Misdemeanor Search, The JDP and alternate National Criminal Databases, JDP National Sex Offender Registry, Federal Criminal Records,... [Details](#)

DYA Background Check for Coaches

- Click the add to your cart button and then select the **Proceed to Checkout** button.

Standard Background Check

JDP

*Organizations wishing to use JDP background check services through USA Baseball, need to contact bgc@usabaseball.com before doing so. PLEASE DO NOT ATTEMPT TO PURCHASE MULTIPLE BACKGROUND CHECKS WITH ONE ACCOUNT.

STANDARD Background Check

The Standard Background Check includes The JDP National Criminal Database, JDP National Sex Offender Registry along with 100's of State and Federal Sanctions Lists, Fugitive Watch Lists, FBI Most Wanted, and Terrorist Watch Lists.

Your price: 6.00

Quantity: **Add to Cart**

Proceed to Checkout

- Next look for the Promotional Code box below the Cart Charges. Input **DUBLINYA19**. Click the **Apply** Button. Then click on the **Submit Order** button. The Transaction Grand Total should be listed at \$0.

Shopping Cart

Items

| Item | Quantity | Price | Total | |
|--|----------|-------|-------|------------------------|
| Abuse Awareness for Adults | 1 | 0.00 | 0.00 | Remove |
| Standard Background Check | 1 | 0.00 | 0.00 | Remove |

YOU MUST CHOOSE A DELIVERY ADDRESS. **Update**

Shipping Details

Ship To: **Melissa McCoy Howard**

Shipping Method: **NOSHIP**

Cart Charges

| | |
|--------------------------------|-------------|
| Item Total | 0.00 |
| Shipping | 0.00 |
| Handling | 0.00 |
| TRANSACTION GRAND TOTAL | 0.00 |

Promotional Code: **Apply**

Promotion 'DUBLINYA19' applied: 6.00

Payment Details

Submit Order

- Once you've done this a confirmation email will be sent to the email address you used when creating your account. Please go to your email account and check to see you've received this email from USA Baseball.

December 30, 2019

Hello MELISSA MCCOY HOWARD,

As part of your consideration for volunteer work, you will need to fill out the background questionnaire found at the link below.

[Click here to begin](#)

The background questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background investigation.

To remain in active consideration for volunteer work, you must complete the background questionnaire within 14 days.

Thank you,

USA Baseball
bgc@usabaseball.com
(919) 474-8721

DYA

Background Check for Coaches

7. Once you open the email from USA Baseball you are now ready to begin the Background Check module. Click on the link in the email to begin. You should see the screen listed below welcoming you to the process. Click on the **Continue** button.

Welcome!

Are you ready to begin the background check process?

Once you start, you will complete the following steps:

- Give consent to running your background check electronically
- Complete the necessary legal process
- Fill out the background questionnaire
- Submit your information

Do not click the back button during this process. You will have the opportunity to edit the information you provide before submitting your questionnaire

Continue

8. You will be taken to the Electronic Signature Consent page. You will have the option of signing your consent electronically (Option #1) or you may choose to print out and physically sign all the forms and then return them by mail (Option #2). Option #1 is quicker and requires less effort on your part. Once you've made a selection and typed in your name, click on the Continue button.

CHOOSE ONE OF THE FOLLOWING OPTIONS:

Option #1



I,

(type full name), consent to transacting electronically, including receiving legally required notices electronically. I understand that JDP uses computer technology to ensure that my signed documents are not altered after submission. I agree to allow JDP to validate my signed documents in this way.

Option #2



I,

(type full name), do not wish to electronically sign my documents. Rather, I prefer to print out and sign paper versions of the documents and return them by mail or in person to the Company. I understand this may delay the selection process with the Company.

Continue

9. Next you will be required to acknowledge the receipt of the Disclosure Regarding Background Investigation. Click in the box and select the **Continue** button.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU

USA Baseball may obtain "consumer reports" about you from a consumer reporting agency for purposes of determining whether you will be deemed to have met USA Baseball's Pure Baseball Safety Criteria, a standard used by some sports leagues and associations to assess whether an individual should be permitted to have contact with children. A "consumer report" is a background screening report that may contain information regarding your criminal history, sex offender registry status, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.

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

[End of DISCLOSURE REGARDING BACKGROUND INVESTIGATION]

Continue

10. Next you will be required to acknowledge the receipt of the Summary of Your Rights Under the Fair Credit Reporting Act (FCRA). Click in the box and select the **Continue** button.

I acknowledge receipt of the Summary of Your Rights Under the Fair Credit Reporting Act (FCRA) and certify that I have read and understand that document.

Continue

DYA

Background Check for Coaches

11. Next you will need to input your signature, date and printed name to acknowledge your receipt of the documents. Once you've input that information, click on the **Continue** button.

AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

By signing below, I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT;
- ADDITIONAL STATE LAW NOTICES.

By signing below, I also authorize USA Baseball to obtain "consumer reports" (known under California law as "investigative consumer reports") about me for purposes of determining whether I will be deemed to have met USA Baseball's Pure Baseball Safety Criteria. I understand that USA Baseball may publicly disclose and publish whether I have met the Pure Baseball Safety Criteria.

Signature: Date:

Printed Name:

12. You are now able to begin entering the data required to complete your background check. Once you've entered all the required information click on the **Continue** button.

PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK

Please supply the following information to facilitate a background check on you.

Full Name (First, middle, last):

Social Security Number:

Date of Birth:

Driver License No.:

State Issued:

Full Current Address

Additional Previous Address Within the Last 7 Years

Additional Previous Address Within the Last 7 Years

13. The next screen asks you to verify your State and City Notices. For both options please select **OHIO** and then click on the **Continue** button.

STATE AND CITY NOTICES

Please provide the following information.

I certify that I am an individual seeking prospective or continued employment to work in .

I certify that I am a resident of .

14. The next screen is the Authorization Regarding Background Investigation. You are required to click on the **I Agree** button, type in your name and list the last 4 digits of your SSN. Once you've entered all the required information click on the **Continue** button.

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AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT;
- ADDITIONAL STATE LAW NOTICES.

I also authorize USA Baseball to obtain "consumer reports" (known under California law as "investigative consumer reports") about me for purposes of determining whether I will be deemed to have met USA Baseball's Pure Baseball Safety Criteria. I understand that USA Baseball may publicly disclose and publish whether I have met the Pure Baseball Safety Criteria.

By typing my name and date of birth below, clicking on "I Authorize Background Check", and clicking on the "Submit" button, I am electronically signing this Authorization Regarding Background Investigation.

I AGREE

Type Name: Type Last Four Digits of your Social Security Number/User ID:

Please note: the last four digits of your SSN or User ID may be required at a later time for verification purposes.

[End of ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK]

Submit

15. The next screen asks you to verify your legal name, SSN and DOB. You are also required to enter any Form Name(s)/ Aliases.

Applicant USA Baseball - USA Baseball - Standard Package

Please provide your **legal name** as shown on your driver's license or other government issued identification.

| | | | | | | |
|--------------|---------------|----------------|-------------|--------|----------------|--------|
| * Last Name: | * First Name: | * Middle Name: | Generation: | * SSN: | * Confirm SSN: | * DOB: |
| HOWARD | MELISSA | MCCOY | - | | | |

I certify that I do not have a middle name

[+ Former Name/Alias](#)

16. The next screen asks you to verify your current address and previous addresses. Please list all addresses you've lived over the past 10 years. Click on the **Save** button once you've enter all the current and past addresses.

17. The next screen will give you the option to edit any of your information – Legal Name, SSN, DOB, and addresses. If everything needs to be edited, do that now. Once finished or when your information is correct click on the **Submit** button.

18. You should now see a confirmation screen. You are finished!

Confirmation

Thank you for completing your online background questionnaire. Your confirmation number is [REDACTED]. You may be asked for it if you need to contact USA Baseball at some future time. If you would like to print a copy of your Authorization or your Confirmation, please click on the appropriate button. If you have any questions regarding your consumer report, please contact our Consumer Report Agency (CRA), JDP.

Security Notice: It is strongly recommended that you close all browser windows to ensure that you are completely signed out.

| | |
|--|--|
| USA Baseball 1030 Swabia Ct Suite 201 Durham, NC 27703 Phone: (919) 474-8721 x249 | JDP Oxford One Centre 301 Grant Street Suite 4300 Pittsburgh, PA 15219 Phone: 855-940-3232 Fax: 724-799-8460 |
|--|--|

Print Authorization Print Confirmation

When you are finished, please close this browser tab or window.