



Dear Registrant:

Huber Heights Youth Football Club, Inc. is pleased to announce its partnership with National Center for Safety Initiatives, LLC (NCSI), through which we will engage in a comprehensive background screening of our coaches and volunteers.

Huber Heights Youth Football Club, Inc. has taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our coaches and volunteers.

This includes a comprehensive background screening program using NCSI's Full Service product and criteria chosen by **Huber Heights Youth Football Club, Inc.**

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Simply go to www.ncsisafe.com and click on "Start Your Background Screening Now". Complete three easy steps:

- Step 1: Enter Self Registration Number: **90513654**
- 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.

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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 problems submitting your information, please call the NCSI at (866) 833-7100.

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.

Thank you for your continued participation and your cooperation in this important process. We are excited to offer world-class programs, working with world-class people!