



Background Checks for Volunteers/Employees

As you know, the American Red Cross is always shifting and changing to continue to benefit our clients, volunteers, and employees. In an effort to assure your safety and the safety of those we serve, American Red Cross requires that all Red Cross employees and volunteers complete a background check prior to employment or registered volunteer service.

The minimum requirements for a successful background check involve a **Social Security number verification and a Review of the National Criminal Database**. If an individual does not have a social security number, other reference checks will be required. Please be assured that the American Red Cross **will not** run credit reports.

Individuals enter personal information online and social security numbers are encrypted immediately, so that no one can view them.

REQUESTING A BACKGROUND CHECK

In order to initiate your background check, follow these simple steps:

1. Visit the vendor's website – www.mybackgroundcheck.com
 - Click box on right “ARC Background Check Initiative”
 - Click black box – “Request a background check”
 - Click on the “State of Massachusetts
 - Click on “Cape Cod Chapter”
2. Read with care your rights and provide your consent to the background check
3. Please be prepared to provide the following information for your background check and make sure you submit complete and legal, proper government issued information
 - Name: First, Middle and Last
 - Address: Street, City, State, Zip Code
 - Social security number (if you do not have a social security number, please provide other government ID name and number. In addition, individuals with no security number will need to give a personal reference with name, phone number and e-mail for a reference check)
 - Date of birth
 - Phone number
 - E-mail address (if you do not provide, you will receive your certificate of completion by mailing address)
 - Driver's license (if you have one)
4. Each individual that submits their check on the “My Background Check Website” will receive a copy of their report along with a completion certificate and personal identification number



5. If you dispute the results of the background check for any reason, follow the instructions provided by the vendor.

Thank you for completing your background check. Background checks for volunteers and employees will help ensure your safety and allow you peace of mind while working to fulfill our mission.

If you have any difficulties or questions, please contact Kim Gube with the Office of the National Chair of Volunteers at gubek@usa.redcross.org: 202-303-4978.

Sincerely,

Glen Beasley

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Executive Director