

Dear Registrant:

**SUMMIT BIKE CLUB** 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](http://www.ncsisafe.com), click on "START YOUR BACKGROUND SCREENING NOW".

**STEP 1:** Enter Self-Registration Number: 47990427

**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.

**All SUMMIT BIKE CLUB Registrants will be required to upload a copy of their state issued ID (driver's license or Passport) as they submit their background screen.** Please have a JPEG, TIF, GIF or PDF file available on your computer prior to submitting your background screen. Please keep file sizes under 1MB when uploading. An ID verification is requested if there is missing/different data regarding your name or date of birth entered by you at the time of registration compared to information NCSI obtains from our data providers. It is imperative that a full legal name (as stated on a valid state/government issued ID) and correct date of birth are used during the screening process. Your ID will help NCSI confirm that information has been submitted correctly and searches are conducted accurately.

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](http://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](mailto: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: [applicantservices@ncsisafe.com](mailto:applicantservices@ncsisafe.com), or [verifications@ncsisafe.com](mailto:verifications@ncsisafe.com)

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

Thank you for your cooperation in this important process.