



**American
Red Cross**

Southwest Washington Chapter

Background Check

The Southwest Washington Chapter conducts a detailed background check on all paid and volunteer staff. The chapter has an online account with the vendor listed below. Please review the information below and carefully follow the steps outlined. The vendor will then conduct a background check and send the results to you and the chapter. All of this information will be handled confidentially by the chapter.

If you do not have computer access, you may use a chapter computer to complete this process.

REQUESTING A BACKGROUND CHECK

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

1. Visit the website at <https://www.mybackgroundcheck.com/order/arcvts/>
2. Choose Washington State.
3. Select Southwest Washington Chapter.
4. Read with care your rights and provide your consent to the background check.
5. Select 'I am a candidate to volunteer.'
6. Enter personal information as requested, which includes your name, date of birth, social security number, and driver's license number (if you have one).
7. Wait to hear about the results from the chapter and/or the vendor.

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

Sincerely,

Kaya Winn
Director of Volunteer Services