



Dear CDA Volunteer,

All volunteers (including Board and Staff) are required to complete a background screening at their personal cost (estimated to be about \$26.25). The process is completely confidential and all that CDA receives is a Red Light/Green Light determination. If a Red Light (not eligible to volunteer) determination is the result, then the company will contact that individual directly to see if the information in their searches is correct and to provide an opportunity to correct it.

We have entered into an agreement with the firm that represents our national affiliate, DS/USA (Disabled Sports/USA), to conduct these background screenings. The firm is the National Center for Safety Initiatives (NCSI). It was selected because of the quality, thoroughness, and confidentiality of their service.

To activate you status as a CDA volunteer:

1. Go to <http://www.ncsisafe.com>
2. Click on Background Check Screening Self Registration on the left side of the webpage
3. Enter CDA's 8 digit number: 32566983
4. Be prepared to identify if you have done the background screening with NCSI before or not
5. Provide your Social Security number and other requested information. Be sure to enter your full legal name as written on your birth certificate or driver's license. If you have any questions, please call NCSI at 866-833-7100.
6. Provide Legal Authorization and Certification.
7. You will be required to submit payment after submitting your information.
8. You will be given an Applicant ID number.

The process takes about 10 business days. You can check your status at [www.ncsisafe.com](http://www.ncsisafe.com) in the "Applicant Login to Check Your Status" link.

We thank you for your past and/or future service to CDA and know that CDA participants appreciate you as well.

Sincerely,

CDA Board