

# ASA Background Screening FAQ

## Why do volunteers have to undergo a background check?

The Amateur Softball Association (ASA) is a volunteer driven not-for-profit organization. One of ASA's objectives is to promote proper safeguards in accordance with the spirit of true sportsmanship and establish principles for ethical behavior in the sport of softball. Consistent with promoting wholesome and safe competition, ASA may perform criminal background and/or motor vehicle record (or "driving record") checks. Individuals expressing interest in becoming a volunteer for this organization will be subject to these background checks.

## How is a background check authorized?

A disclosure and authorization form will be provided to the candidate by the league contact. The entire form must be completed and submitted to the league contact for processing.

## Who will be conducting the background checks?

Background checks will be completed by Comprehensive Information Services, Inc. (CIS), P.O. Box 79007, Pittsburgh, PA 15216. (800) 454-8725  
[compliance@cisonline.com](mailto:compliance@cisonline.com).

## Why do candidates have to disclose DOB, Social Security Number and Driver's License Number?

CIS collects certain personal information or "identifiers" to conduct a background check. CIS uses these identifiers such as Name, DOB, SSN and Driver's License number to verify the identity of an individual and to search numerous federal, state, county and local databases to obtain criminal records information. Information is utilized to help positively identify an individual, especially when dealing with common names. CIS uses this information for internal purposes only and **does not sell or rent information to third parties**. CIS may share contact information with its partners or affiliates to enable them to conduct background screening. A candidate's profile information (such as social security numbers, date of birth and driver's license information) on the request form are used by CIS for further verification of persons being screened and will be kept confidential.

A disclosure and authorization form will be provided to the candidate by the league contact. The entire form must be completed and submitted to the league contact for processing.

## What is included on a background check?

### Results: SSN Validation

The Social Security Administration has devised a very complex algorithm to issue and validate Social Security Numbers. Each state is issued a range of numbers which is the first three digits of the sequence. The last four digits are the actual serial number and the middle two digits are designed to relate in a numerical, odd and even sequence to the rest of the number. **Please be aware that we do not access a candidate's credit history nor does our trace count as an inquiry on a candidate's credit history.**

### Results: Address Information

As we conduct a search based on a candidate's Name, DOB and SSN we obtain address history on current and/or past address information stored within a variety of databases. This information may have been obtained from past magazine subscriptions, marketing databases, credit bureau information or the U.S. Postal Service. **Please be aware that these sources may not be 100% accurate. A candidate should not be alarmed if information provided is not completely accurate.**

### Results: Criminal History information

A criminal history search is conducted using a candidate's Name and Date of Birth. We access numerous electronic court sources based on the information provided. Please be aware that many sources store information based on Names only. A search on a common name may return several hundred matches. We will only return information based on Name and additional identifiers such as full or partial Date of Birth. Sex Offender information may only include name match only information. Please verify the entire name of the candidate before making a decision. **We strongly recommend that any information be verified directly with the reporting jurisdiction for current and accurate information. The candidate must receive a denial letter when any adverse action is taken based on this report.**

### Jurisdictions Searched:

Alaska Courts,Arizona Corrections,Arizona Courts,Arizona Pima County Case Filing Index,Arkansas Corrections,Arkansas Courts,California Court Index,Connecticut Archived Corrections,Connecticut Corrections, Connecticut Courts, Connecticut Traffic Court, District of Columbia Corrections,FL Charlotte County Arrest Records,Florida Alachua County,Florida Bay County,Florida Brevard County,Florida Broward County,Florida Corrections,Florida Duval County,Florida Highlands County,Florida Hillsborough County,Florida Indian River County,Florida Lee County,Florida Miami-Dade County,Florida Monroe County,Florida Orange County,Florida Osceola County,Florida Palm Beach County,Florida Pasco County,Florida Pinellas County,Florida Suwannee County,Foreign National,Georgia Archived Bureau of Investigations,Georgia Archived Dept of Corrections,Georgia Corrections,Idaho Corrections,Illinois Archived Corrections,Illinois Cook County,Illinois Corrections,Illinois Peoria County,Indiana Corrections,Iowa Corrections,Kansas Corrections, Kansas Sedgwick County, Kansas Sedgwick County Archived Data,Kentucky Corrections,Kentucky Lexington - Fayette Arrest Records,Maine Corrections,Maryland Corrections,Michigan Corrections, Michigan Offender Tracking Information System,Michigan Wayne County,Minnesota Corrections,Minnesota Courts,Mississippi Corrections,Mississippi Hinds County ,Missouri Corrections,Montana Corrections,Multi-State Sex And Violent Offender,Nebraska Corrections,Nevada Archived Corrections,Nevada Corrections,New Hampshire Dept. of Corrections,New Jersey Archived Corrections,New Jersey Corrections,New Jersey Courts,New Mexico Corrections,New York Corrections,North Carolina Corrections,North Carolina Courts,Ohio Corrections,Oklahoma Corrections, Oklahoma Courts, Oregon Corrections, Oregon Courts, Pennsylvania Courts, Pennsylvania Supplemental Courts, Pennsylvania Traffic, Proprietary Database, Rhode Island Courts, South Carolina Corrections, Tennessee Corrections, Tennessee Courts, Tennessee Davidson County Arrest Records,Tennessee Supplemental

Courts,Texas Bexar County,Texas Courts,Texas Dallas County,Texas Denton County,Texas El Paso County,Texas Fort Bend County Felonies,Texas Fort Bend County Misdemeanors,Texas Gregg County,Texas Harris County,Texas Jefferson County,Texas Montgomery County,Texas Potter County,Texas Sex Offender Registry,Texas Travis County,Texas Victoria County,Utah Corrections,Utah Courts, Virginia Courts, Virginia Fairfax Circuit Court, Virginia Fairfax County Archived District Court, Virginia Traffic Courts, Washington CLJ Courts, Washington Corrections, Washington Superior Courts, Wisconsin Corrections, Wisconsin Courts

### Reading the results of a background check:

**Incarcerations:** This will state how many times a candidate has been incarcerated in the various databases that we search.

**Paroles:** This will state how many times a candidate has been paroled in the various databases that we search.

**Probations:** This will state how many times a candidate has been on probation for crimes committed in the various databases that we search.

**Jurisdiction:** This is the reporting jurisdiction of record. Information should either include the county, state, or sex offender registry. If you are denying a candidate based on information reported by a jurisdiction, we strongly recommend that you have our office verify the current disposition and the positive identity on the case.

**Full Name:** This is the candidate's name that has been entered and reported by the jurisdiction searched.

**DOB:** Date of Birth information provided by the reporting jurisdiction. Please be aware that a partial date of birth match may be returned by the reporting jurisdiction

**Address:** The address information returned was the current address of the candidate at the time of arrest and/or disposition.

**Alias Count:** This is the number of times an alias name for the candidate was documented in the reporting jurisdiction(s)

**Offenses:** An offense is a recorded arrest that has involved the candidate.

**Disposition:** In criminal procedure, the sentencing or other final settlement of a criminal case. When viewing an offense, you should always be sure that the offense has resulted in a conviction. Any case **without a disposition** should be further reviewed at the originating jurisdiction before denying the subject.

**Conviction:** In a general sense, the result of a criminal trial which ends in a judgment or sentence that the accused is guilty as charged. The final consummation of the prosecution including the judgment or sentence, or as is frequently the case, the judgment or sentence itself. The stage of a criminal proceeding where the issue of guilty is determined is a "conviction." Being "convicted" means that the final judgment on a verdict or finding of guilty, a plea of guilty, or a plea of nolo contendere, and do not include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered nugatory.

## Sex Offenses

**Sex Offender Information:** Sex offender information is gathered from individual state databases. Many sex offender databases store information based on the offender's name only. Many times a name will appear in the Sex Offender section of our report. You must look at the information in its entirety to confirm or discard the sex offender information returned is actually the candidate searched. For example, look at the entire name including middle name of the subject to see if you have a match.

**Verifying Information:** When sex offender information is returned by a state database a URL or web site address should be returned to further verify the information provided. Many sex offender web sites will include additional identifiers such as address information, DOB or the subject's entire name for further verification. Many sites also include a picture of the subject. If you can not ascertain if the information returned is your candidate, please contact CIS and we will guide you further.

## Criminal Terminology Reference

For additional information regarding widely used state and federal criminal records terminology, please refer to the "**Glossary of Standard Criminal Terms**" attached to this site.

## What is the process for denying a candidate?

**Tip One:** Denying a candidate based on a background check should only be made based on fact. Criminal information obtained from a database should **always** be verified by current and credible source before a decision is made. CIS can provide you with additional verification of reporting jurisdictions upon request. You should also refer to ASA policy and obtain legal advice as necessary when making a decision. Please be aware that Comprehensive Information Services, Inc. (CIS) is in no way involved in approval or denial of candidates through the background screening process.

**Tip Two:** Once a final decision has been made to deny a candidate. A copy of their background check along with an "Adverse Action Letter" **MUST** be sent to the candidate. The letter will guide the candidate to contact CIS directly for further dispute or confirmation of the results provided. Please refer to the sample below.

## Sample Adverse Action Letter

Dear \_\_\_\_\_:

On \_\_\_\_\_, you authorized the Amateur Softball Association (ASA) to obtain criminal background and/or motor vehicle (*i.e.*, driving) records from a third party consumer reporting agency. We regret to inform you that based in whole or in part on the information received; you are not authorized to participate in ASA on a voluntary basis.

This decision was based in whole or in part on information contained in a report from Comprehensive Information Services, Inc. (CIS), P.O. Box 79007, Pittsburgh, Pennsylvania 15216, [compliance@cisonline.com](mailto:compliance@cisonline.com), 800-454-8725. CIS did not make the decision to deny your participation in ASA and is unable to supply you with specific reasons why the decision was made. Under Section 612 of the Fair Credit Reporting Act, you have the right to obtain a free copy of the report if you submit a written request to CIS no later than 60 days after you receive this notice. Under Section 611 of that Act, you also have the right to dispute with CIS the accuracy or completeness of any information contained in the report.

#### **How does a candidate obtain a copy of the results?**

If there is any derogatory or adverse information contained within a background check, the league contact will provide the candidate with a copy of the report.

#### **What if results come back on a background check and its not the candidate applying?**

Ask your candidate to contact their league representative and explain any discrepancies. The league contact will advise on next steps. If further investigation is required, CIS will provide assistance by contacting the reporting jurisdiction.