

Background Check Entering Instructions



THE MCDOWELL AGENCY, INC.
BACKGROUND SCREENING

FEATURING



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TRUE Background Screening | The McDowell Agency, Inc. - Microsoft Internet Explorer

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Welcome to True Background Screening Services

The McDowell Agency, Inc. is a full service, licensed private investigation firm specializing in background investigation and pre-employment screening services. We proudly offer True Background ScreeningSM, which provides the most comprehensive criminal background check available. As a leader in providing customer service, we have over 25 years of experience serving clients nationwide. Our client base includes nonprofits, government agencies, and large corporations. Our investigative and screening services will provide you with the facts necessary to aid you in your decision making process.

The McDowell Agency, Inc. takes the position that database searches can be very useful, but only when used in conjunction with a record search done at the county level. Database search products are dangerously inadequate and guaranteed to be incomplete; we hold the position that selling them as a stand-alone service is insufficient. The McDowell Agency, Inc. provides True Background ScreeningSM, which combines the database with a county criminal record search to create the most comprehensive criminal background check available. We also believe that we are dealing with not just information, but people's lives and futures. This is a commitment we take very seriously. We will not release the results of a criminal background search until they have been reviewed by a licensed private investigator.

Our experienced staff is committed to providing you with superior, accurate results while maintaining our goal of creating the highest quality client experience. Utilizing efficient technology and resources, our average turnaround time is less than 48 hours. Our account representatives work with their clients to design and implement programs and packages that will meet each client's unique needs. Partner with The McDowell Agency today and discover the True Background ScreeningSM difference.

Our Experience Leads to Your Success

- Licensed by the Minnesota Board of Private Investigators and Protective Agent Services
- Over 25 years of experience nationwide protecting employers, staff and customers
- Member of The National Association of Professional Background Screeners
- Member of The National Council of Investigation and Security Services
- Member of The Public Record Retriever Network
- The ultimate client experience: client retention rate of over 99%
- Average turnaround time on criminal background checks of 42 hours in 2006
- Endorsed by the Minnesota Association of Volunteer Administrators as the preferred provider of background checks for its members
- Endorsed by the Minnesota Association of Charter Schools as the preferred provider of background checks for Minnesota Charter Schools



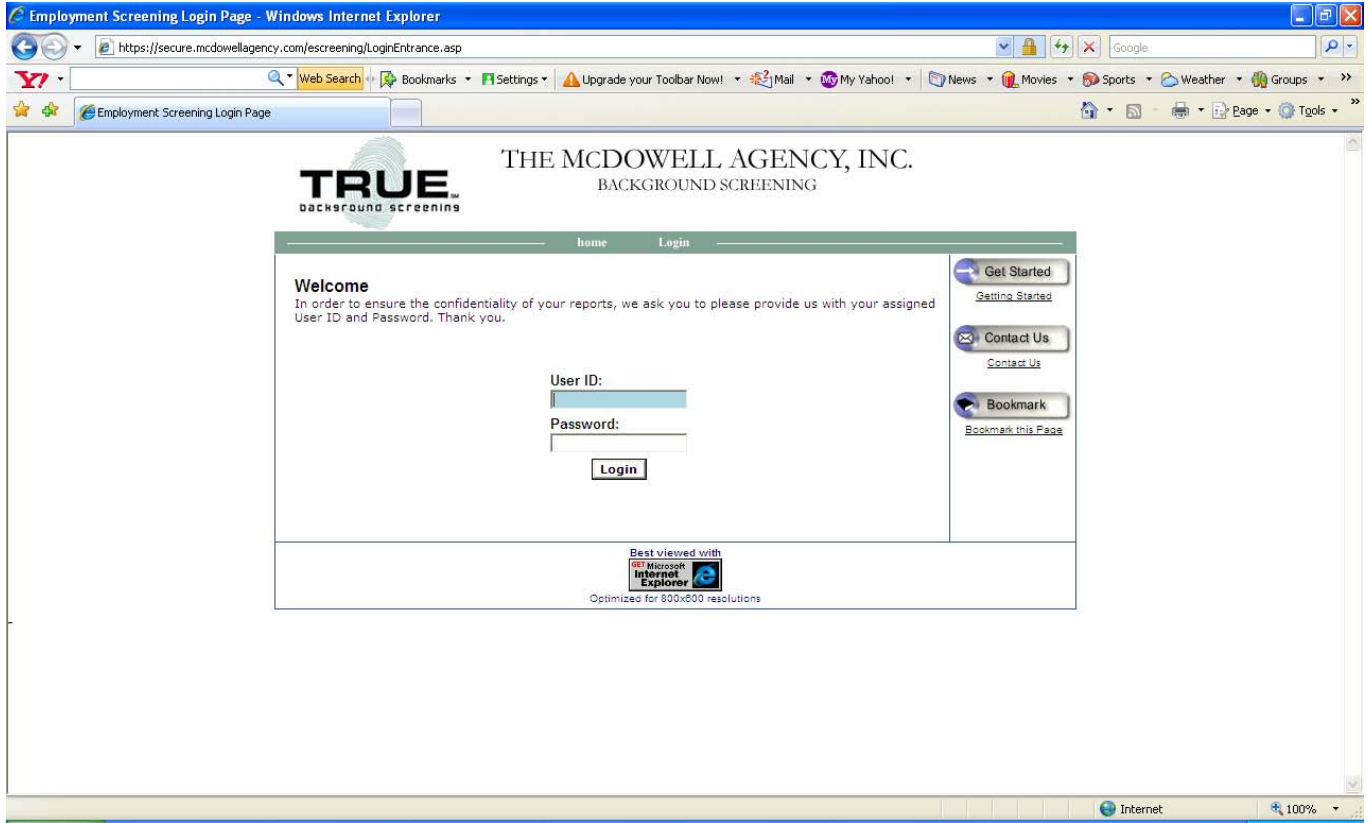

As a leader in providing customer service, we have over 25 years experience serving clients nationwide...from small businesses to Fortune 500 companies.

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Done Internet

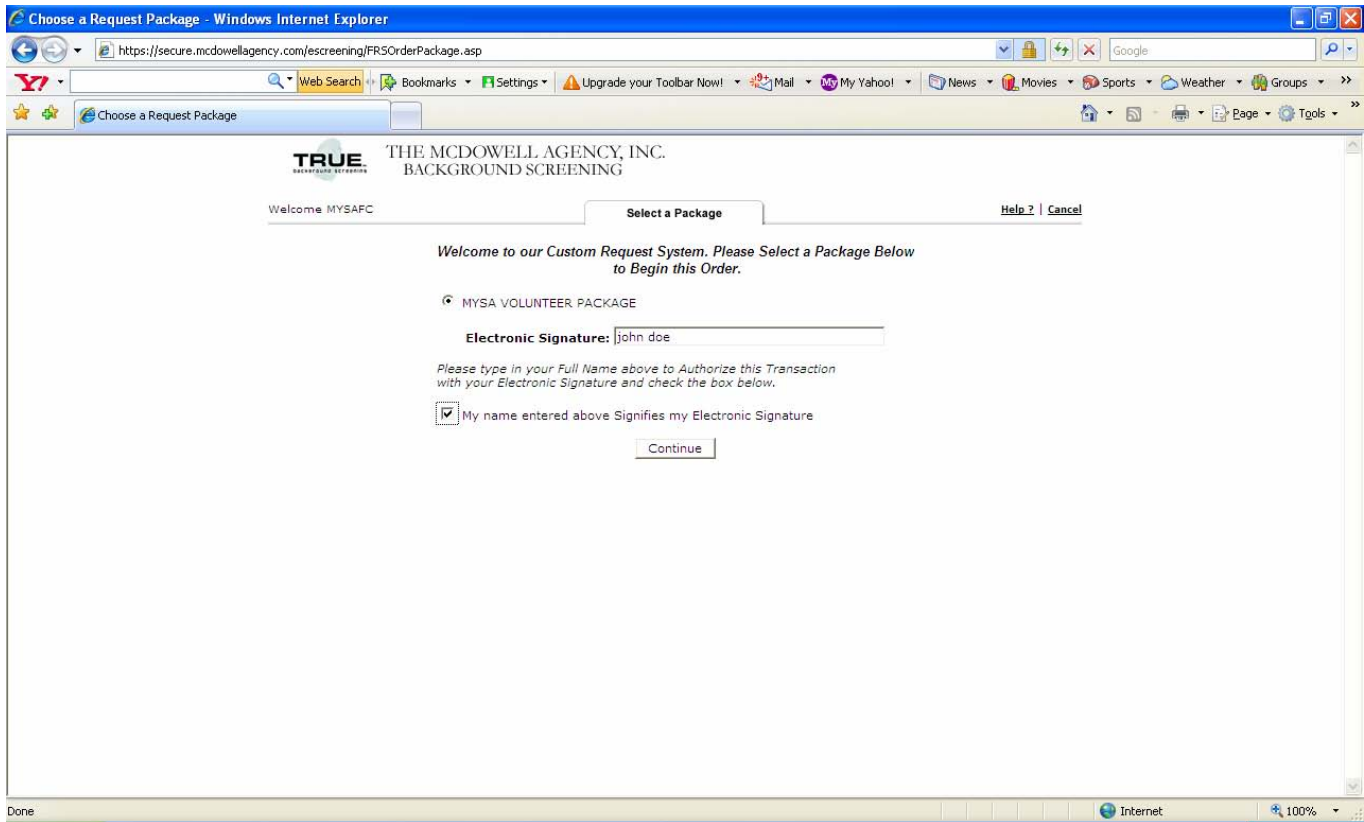
1) Go to www.mcdowellagency.com and select “Client Log-in” found at the top right corner.



2) Enter User ID and Password received from your Club Registrar.



3) To enter your background check request, select the “Request” tab from the menu that stretches across the top of the webpage.



4) The correct package should be selected (MYSА Volunteer Package), but if not please select it.

5) Type your full name into the space next to “Electronic Signature” and mark the box next to “My name entered above Signifies my Electronic Signature”.

Click on “Continue” to proceed.

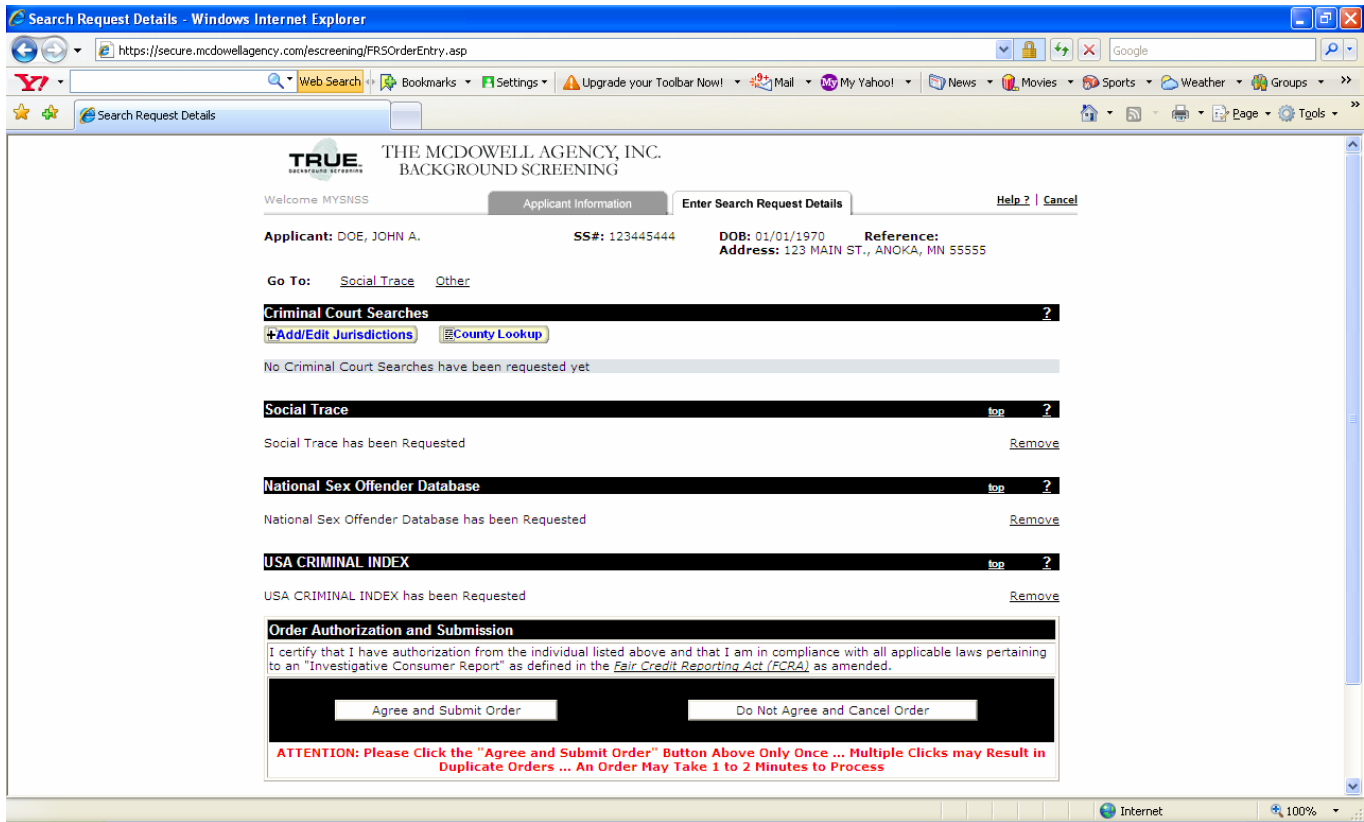
6) The following information is required* to complete the requested your background check:

- A) Last Name
- B) First Name
- C) Current Address
- D) State of Residence
- E) Date of Birth
- F) Social Security Number
- G) Gender – for this field enter either “**male**” or “**female**” race is not needed

* *MYS A has requested that you provide additional information to be completed in addition to the items listed above. This information is being requested for registration purposes only. Please include your phone numbers and e-mail address.

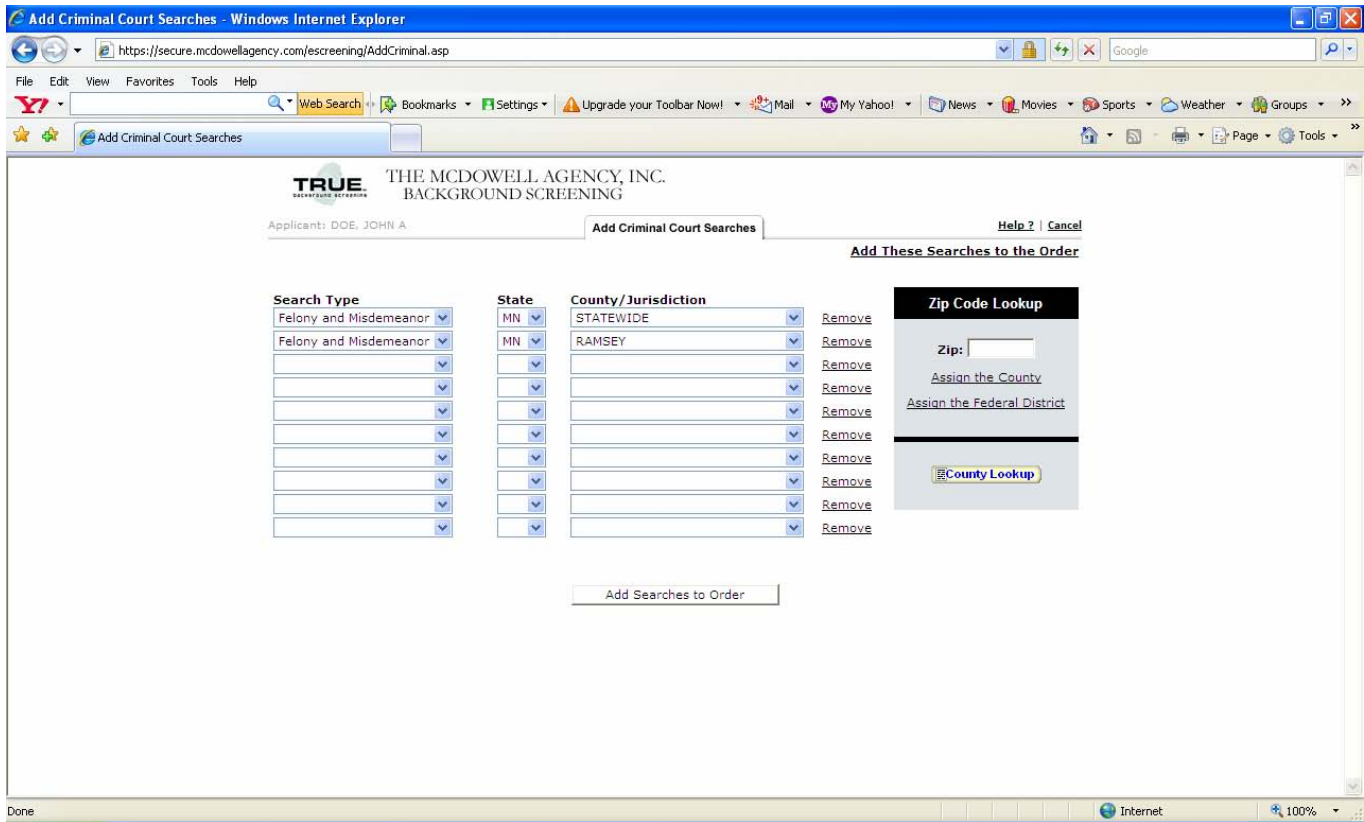
7) Criminal/Civil Searches, Social Trace, National Sex Offender and USA Criminal Index should be pre-filled, but if the check marks do not automatically appear please choose these searches from the menu on the right side of this screen.

Click “Continue” to proceed with the request



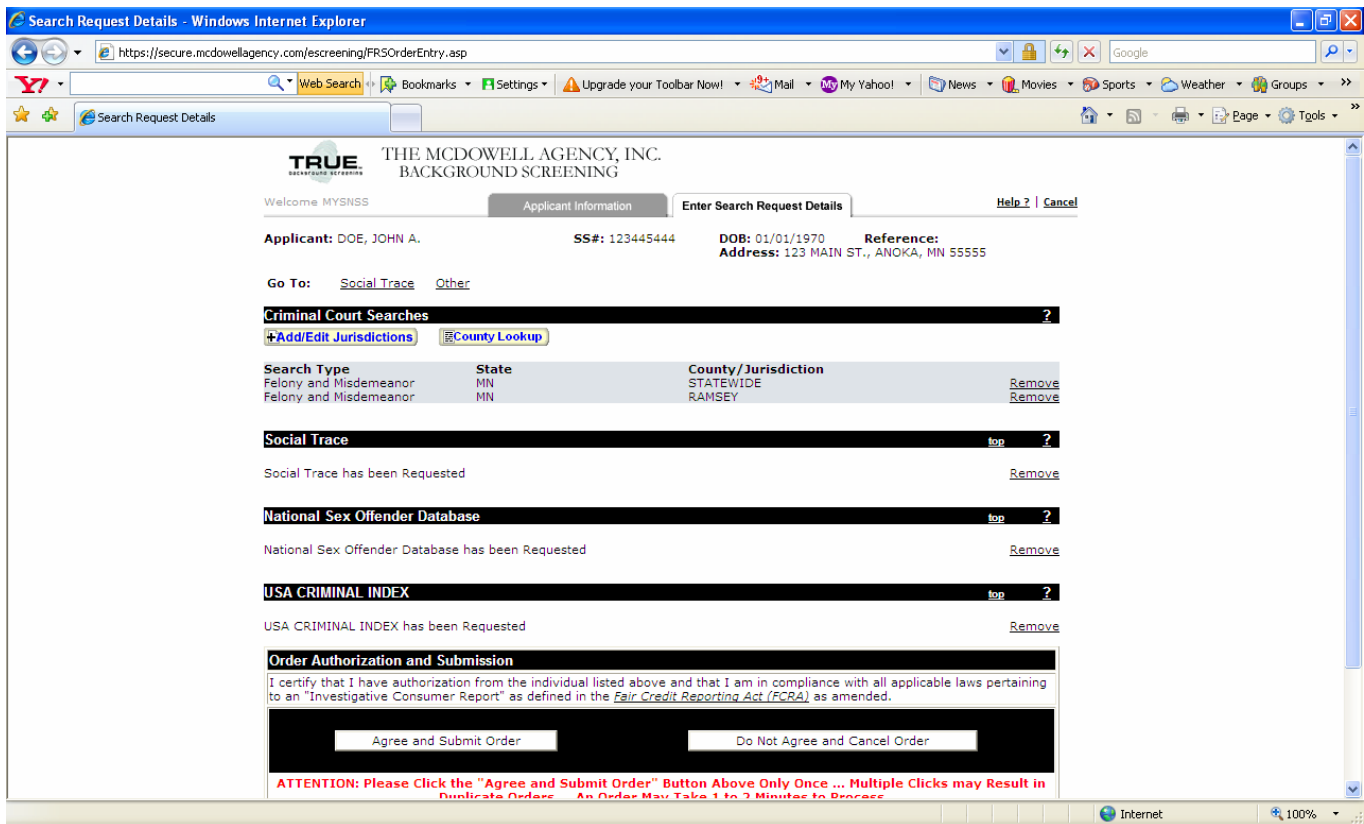
8) This page shows the types of searches you selected and requires that you enter detailed information in order for the Criminal Court Searches to be completed.

Criminal/Civil Searches: Click on “Add” under the criminal/civil searches.



9) On this page, you will add the Minnesota Statewide Bureau of Criminal Apprehension (BCA) search and the County Criminal Record Check. If you do not know the correct county, you may use the subject’s address to look up the county using the “Zip Code Lookup”.

- A) For the **Minnesota statewide BCA search**, choose “Felony and Misdemeanor” for the search type, select the “MN” from the drop down menu, and choose “STATEWIDE” from the drop down menu (STATEWIDE is the very last menu option).
- B) For **County Criminal Records**, choose “Felony and Misdemeanor” for the search type, select the appropriate state from the drop down menu, and choose your current county of residence (for example - Ramsey) from the drop down menu.
- C) Select “Add Searches to Order”.



10) After you click "Add Searches to Order" you will be taken back to the main "Enter Search Request Details" screen.

Order Authorization and Submission: Click on "Agree and Submit Order"



11) Once you have successfully submitted a request for background screening, this page will appear. Please be sure to print a copy for your records. You can then log out to complete the process.