

# Background Check Entering Instructions



**THE MCDOWELL AGENCY, INC.**  
INVESTIGATION & PRE-EMPLOYMENT SCREENING



Office: (651) 644-3880  
Toll Free: (877) 644-3880  
Fax: (651) 644-3877  
Website: [www.mcdowellagency.com](http://www.mcdowellagency.com)

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

File Edit View Favorites Tools Help

Address <http://test.mcdowellagency.com/>

Google

Home Contact Us

**TRUE**  
BACKGROUND SCREENING

Welcome About Us Services Resources Contact Us Client Sign Up **Client Log-in**



**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 Screening<sup>SM</sup>, 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 Screening<sup>SM</sup>, 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 Screening<sup>SM</sup> 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.

Welcome About Us Services Resources Contact Us **Secure Client Log-In**

© 2006 The McDowell Agency, Inc. All Rights Reserved.

Done Internet

1) Go to [www.mcdowellagency.com](http://www.mcdowellagency.com) and select "Client Log-in".



2) Enter your user id and password. User Ids and Passwords will be issued by the club registrar.

\*User ids and passwords are case sensitive so please use all CAPS



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

To view or print a copy of your Summary of Rights under the Fair Credit Reporting Act, click on Summary of Rights. When you are done viewing or printing the Summary of Rights simply click on the “back button” to continue with your request.

**TRUE** BACKGROUND SCREENING THE MCDOWELL AGENCY, INC. BACKGROUND SCREENING

Welcome MYSBLA Select a Package [Help ?](#) [Cancel](#)

**Welcome to our Custom Request System. Please Select a Package Below to Begin this Order.**

MYSA VOLUNTEER PACKAGE  
 ANNUAL MYSA RE-CHECK

I authorize all persons, schools, companies, corporations, state agencies, federal agencies, and law enforcement agencies to release information without restriction or qualification to The McDowell Agency, Inc. I hereby release The McDowell Agency, Inc. from any liability arising from the preparation of this report or investigation relating thereto to the extent permitted by law. I agree that failure to reveal any requested information, or the giving of any false or misleading information on this online application, may be grounds for refusal to enlist my services and negate any present or future volunteer, employment, or contractor service possibilities with this organization. Furthermore, I understand that any offer that has been made to me for the use of my services with is contingent upon full disclosure of requested information and subject to personal reference checks. I understand that the results of said background check may disqualify the use of my services and that any offer I have received is contingent upon this report and may be rescinded at any time as a result of findings deemed essential by the organization.

I have read and understand the terms of this authorization and agree to the terms stated herein.

**Electronic Signature:**

*Please type in your Full Name above to Authorize this Transaction with your Electronic Signature and check the box below.*

My name entered above Signifies my Electronic Signature

Done


Internet | Protected Mode: On

100%

4) New Volunteers to MYSA or current MYSA volunteers who have not completed the background check process in the past 12 months should select the “MYSA Volunteer Package”. If you have completed a background check for MYSA in the previous 12 months select the “Annual MYSA Recheck Package”.

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.


**THE MCDOWELL AGENCY, INC.**  
 BACKGROUND SCREENING

Welcome MYSBLA. **Applicant Information** Enter Search Request Details [Help ?](#) [Cancel](#)

Last Name: \*  First: \*  Middle:   
 Current Address \*  City  State \*  Zip \*

Date of Birth: \*  (ex. MM/DD/YYYY) Social Security #: \*  -  -  Gender: \*   
 (Must enter "MALE" or "FEMALE")

**Alias(AKA):**  
 Last:  First:  Middle:

**Additional Information:**  
 Requestor  MYSBLA  
 Volunteer's Primary Phone: \*\*  Volunteer's Primary Email: \*\*   
 Volunteer's Work Phone: \*\*  Volunteer's Cell Phone: \*\*   
 Special Research Instructions:   
 Other Information:

Fields with a "\*" Must be Completed  
 Fields with a "\*\*" are requested by The Minnesota Youth Soccer Association for registration purposes only.

Done

Internet | Protected Mode: On

100%

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

- A) Last Name
- B) First Name
- C) Current Address
- D) Zip (City and State will prefill after entering your zip code)
- E) Date of Birth
- F) Social Security Number
- G) Gender enter "MALE" or "FEMALE"

7) The following information is required\*\* by MYSA for registration purposes:

- A) Volunteer Primary Phone
- B) Volunteer Primary Email

Click "Continue" to proceed with the request.

**TRUE** THE MCDOWELL AGENCY, INC.  
BACKGROUND SCREENING

Welcome MYSBLA Applicant Information **Enter Search Request Details** [Help ?](#) [Cancel](#)

**Applicant:** DOE, JOHN      **SS#:** 432233333      **DOB:** 01/01/1970      **Reference:**  
**Address:** 123 MAIN ST., SAINT PAUL, MN 55104

**Go To:** [Social Trace](#) [Other](#)

**Criminal Court Searches** [?](#)  
**+Add/Edit Jurisdictions** [County Lookup](#)

No Criminal Court Searches have been requested yet

**Social Trace** [top](#) [?](#)  
Social Trace has been Requested

**National Sex Offender Database** [top](#) [?](#)  
National Sex Offender Database has been Requested

**USA CRIMINAL INDEX** [top](#) [?](#)  
USA CRIMINAL INDEX has been Requested

**Order Authorization and Submission**  
I certify that I have authorization from the individual listed above and that I am in compliance with all applicable laws pertaining to an "Investigative Consumer Report" as defined in the *Fair Credit Reporting Act (FCRA)* as amended.

**ATTENTION: Please Click the "Agree and Submit Order" Button Above Only Once ... Multiple Clicks may Result in Duplicate Orders ... An Order May Take 1 to 2 Minutes to Process**

Fields with a "\*" Must be Completed

[Return to Top of Page](#)

Done

Internet | Protected Mode: On

100%

8) Click on "Add/Edit Jurisdictions".

9) On this page you will add the statewide Minnesota Bureau of Criminal Apprehension (BCA) search and the county criminal record search. These are the only 2 searches that need to be added.

1. For the Minnesota BCA search:
  - a. Select Felony and Misdemeanor for “Search Type”.
  - b. Select Minnesota for “State”.
  - c. Select “Statewide” for County/Jurisdiction.
  
2. For the county criminal record search:
  - a. Select Felony and Misdemeanor for “Search Type”.
  - b. Select Minnesota for “State”.
  - c. Select your current county of residence for the County/Jurisdiction search.

When completed select “Add Searches to Order”.

**TRUE** BACKGROUND SCREENING THE MCDOWELL AGENCY, INC. BACKGROUND SCREENING

Welcome MYSBLA Applicant Information **Enter Search Request Details** [Help ?](#) [Cancel](#)

**Applicant:** DOE, JOHN A. **SS#:** 433333333 **DOB:** 01/10/1970 **Reference:**  
**Address:** 123 MAIN ST., HUGO, MN 55038

Go To: [Social Trace](#) [Other](#)

**Criminal Court Searches** ?

[+Add/Edit Jurisdictions](#) [County Lookup](#)

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	MN	STATEWIDE	<a href="#">Remove</a>
Felony and Misdemeanor	MN	AITKIN	<a href="#">Remove</a>

**Social Trace** top ?

Social Trace has been Requested

**National Sex Offender Database** top ?

National Sex Offender Database has been Requested

**USA CRIMINAL INDEX** top ?

USA CRIMINAL INDEX has been Requested

**Order Authorization and Submission**

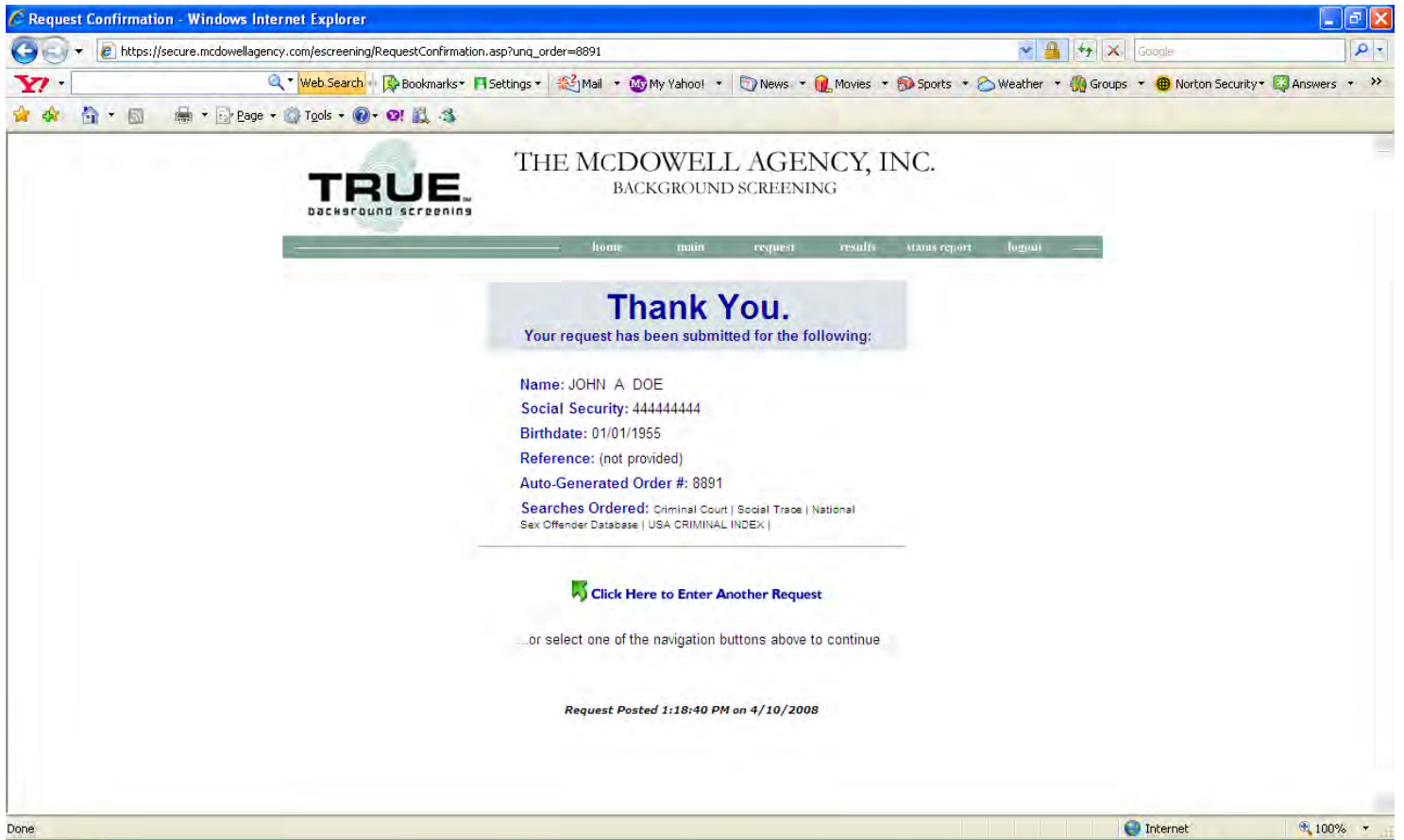
I certify that I have authorization from the individual listed above and that I am in compliance with all applicable laws pertaining to an "Investigative Consumer Report" as defined in the *Fair Credit Reporting Act (FCRA)* as amended.

**ATTENTION: Please Click the "Agree and Submit Order" Button Above Only Once ... Multiple Clicks may Result in Duplicate Orders ... An Order May Take 1 to 2 Minutes to Process**

Fields with a "\*" Must be Completed

[Return to Top of Page](#)

10) Select "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 logout to complete the process.



**If you have any questions or concerns, please contact us:**

**Phone:** (651) 644-3880  
**Toll Free:** (877) 644-3880  
**E-mail:** [admin@mcdowellagency.com](mailto:admin@mcdowellagency.com)