



American Red Cross

Salem County Chapter

Background Check Instruction Sheet

As a candidate to volunteer or an applicant for employment, you will need to complete a background check. The steps for completing a background check are outlined below:

Requesting a Background Check

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

1. **Visit the vendor's website at**
<http://www.mybackgroundcheck.com/arcvts/>
2. **Click on "Request a Background Check"**
3. **Click on the state in which your unit of affiliation resides.**
Please select "NJ."
4. **Click on your unit of affiliation.**
Please select Salem County Chapter.
5. **Read with care your rights and provide your consent to the background check.**
6. **Enter personal information as requested, which includes your name, date of birth, social security number, and driver's license number.**
7. **Wait to hear about the results from the Chapter and/or the vendor.**
8. **If you dispute the results of the background check for any reason, follow the instructions provided by the vendor.**

If you have any technical questions about the website, please contact the vendor, [MyBackgroundCheck.com](http://www.MyBackgroundCheck.com) at 800-503-2364.