

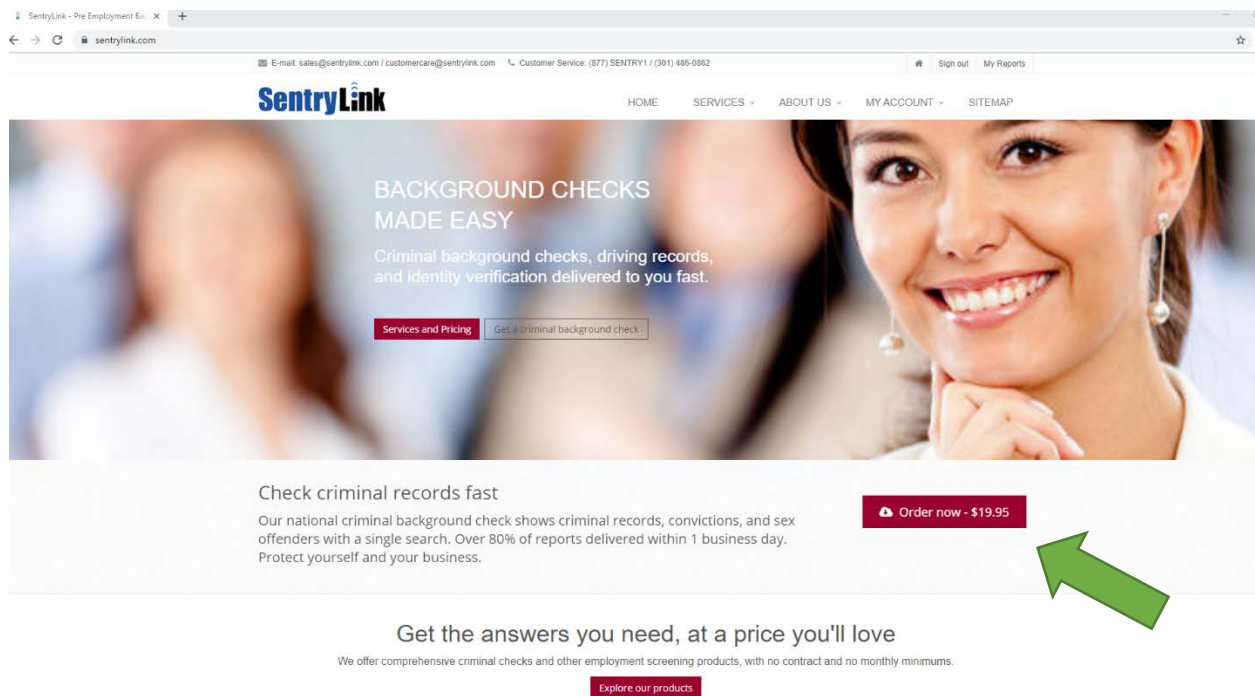
## Volunteer Background Check Process

Complete the below steps to run a background check using the Sentry Link online system. You will need the following information to proceed:

- Your Full Legal Name (include your middle name if you have one)
- Your Date of Birth
- Your Social Security Number
- Your Maiden Name (if applicable)
- Your Credit Card Number, Expiration Date, Card Security Number and Card Billing Information for payment of \$19.95

Below are instructions with screenshots to use the Sentry Link online system.

1. From the Sentry Link home screen, click on the “order now -\$19.95” button in the lower right corner of the screen.



The screenshot shows the Sentry Link website. The header includes the Sentry Link logo and navigation links: HOME, SERVICES, ABOUT US, MY ACCOUNT, and SITEMAP. The main content area features a large banner with the text "BACKGROUND CHECKS MADE EASY" and "Criminal background checks, driving records, and identity verification delivered to you fast." Below this banner, there is a section titled "Check criminal records fast" with a sub-headline "Our national criminal background check shows criminal records, convictions, and sex offenders with a single search. Over 80% of reports delivered within 1 business day. Protect yourself and your business." A red button labeled "Order now - \$19.95" is positioned to the right of this text. A green arrow points to this button. At the bottom of the page, there is another section titled "Get the answers you need, at a price you'll love" with a sub-headline "We offer comprehensive criminal checks and other employment screening products, with no contract and no monthly minimums." and a red button labeled "Explore our products".

- At the next screen, complete the requested fields located on the right side of the screen where it says, “start your search now”. Once complete, click the “order now” button at the bottom.

E-mail: [sales@sentrylink.com](mailto:sales@sentrylink.com) / [customer@care@sentrylink.com](mailto:customer@care@sentrylink.com) Customer Service: (877) SENTRY1 / (301) 486-0862 Sign out My Reports

# SentryLink

HOME SERVICES ABOUT US MY ACCOUNT SITEMAP

## NATIONAL CRIMINAL BACKGROUND CHECK

Services / National Criminal Background Check

Our National Criminal Background Check and Sex Offender Check is a comprehensive criminal check showing felonies, misdemeanors, sex offenses and more at the state and county level. We also include results from OFAC, OIG, and terrorist watchlists. Please see [Coverage](#) for details about the data provided.

With our connections to the nation's most powerful court systems, we provide fast results. Companies rely on us every day to keep them informed and safe. See the power of what we can do.

**\$19.95** [View a sample report](#)

Report prices are per person.

- Experienced customer service representatives are available to assist you by phone or e-mail.
- We have the fastest ordering process, especially if you need to run a large number of background checks at once. Volume pricing, billing options, and batch processing are available.
- We provide instant results for most applicants and 80% within 1 business day, allowing you to get new employees working quickly. [Learn more](#)
- Reports are available in professional, tamper-resistant Adobe PDF format. Easy to print and send. Download copies, a searchable online archive, and receipts for expense purposes are included free.
- Our background checks are FCRA compliant for employment screening and tenant screening.
- For employment screening, we mail the initial consumer notification letter at no additional cost to you. (Please note this is not a substitute for your pre-adverse notification requirements. For more information see [frequently asked questions](#) about our background checks or consult with your legal counsel.)
- We are a proud member of the National Association of Professional Background Screeners.

### Background Check Resources

For more detailed information on our criminal background checks, please visit our [background check resource center](#). It gives helpful tips on starting a successful employment screening program, including an [employee background check release form](#) and information on FCRA regulations.

Start your search now.

First name \*

Middle name [more info](#)

This individual has no legal middle name.

Don't know the middle name? Use our [social security trace first](#).

Last name \*

Date of birth \*

MM/DD/YYYY

Social security number

Maiden name (optional)

(Optional) If you are an employer, and would like us to send a copy of the completed report to your applicant, please check this box.

[Order now](#)

- The next screen you will need to set up a new user profile. Click on “register” and complete the registration (you will need to provide your email address and create a password). There is no screenshot for registering since it is self-explanatory.

E-mail: [sales@sentrylink.com](mailto:sales@sentrylink.com) / [customer@care@sentrylink.com](mailto:customer@care@sentrylink.com) Customer Service: (877) SENTRY1 / (301) 486-0862 Sign in Register My Reports


# SentryLink

HOME SERVICES ABOUT US MY ACCOUNT SITEMAP

## Returning user

Username (your e-mail address)

Password

I'm not a robot  reCAPTCHA Privacy - Terms

[Sign in](#)

Forgot your password?

Click [here](#) and we will help you recover it.

## New user

First time using our service? Get started by clicking the button below.

[Register](#)

If you have any difficulty creating or accessing your account, please [contact us](#) by e-mail or phone.

4. At the next screen you will enter your payment information, reason for background check and respond to the User Agreement and Terms of Service. Once complete, click “Order my report” Below is some helpful information you will need:

- You do not need to enter anything for “billing reference”
- Reason for running this report box, in the drop down, select “volunteer screening”
- State in which report will be used, select “AZ”
- You will need to read & acknowledge the User Agreement and Terms of Service

E-mail: [sales@sentrylink.com](mailto:sales@sentrylink.com) / [customercare@sentrylink.com](mailto:customercare@sentrylink.com) Customer Service: (877) SENTRY1 / (301) 486-0662 [Sign out](#) [My Reports](#)

**SentryLink** HOME SERVICES - ABOUT US - MY ACCOUNT - SITEMAP

### Confirm order

Item	Price
National Criminal and Offense Report for John P Doe, born 01/01/1900, SSN 000000000	\$19.95

Please double-check your order, as we cannot issue refunds due to user error. If you need to change it, [click here](#).

In most cases we are able to product instant results. If we need to verify potential criminal records, your results will usually be available in 0-3 business days. You will receive an email informing you that your report is ready to view.

Credit card number: 0000 Expiration: 00 / 21

Card security code:  Where is the card security code?

First name:  Last name:   
First name on credit card:  Last name on credit card:

Address 1:  Street address on credit card statement

Address 2 (optional):

City:  State: AZ Zip:  5-digit zip

Billing reference (optional):  The billing reference can be used track reports by office or branch, or any internal purpose.

Due to the sensitive information contained in this report, we are legally required to ask for a phone number. We will never share this information with any outside party or use it for marketing purposes.

Phone:

Please choose the reason you are running this report.

If an employer, landlord, or anyone else sent you here to get your own report, or you wish to know what they would see about you, please choose "Self-check" as your reason.

If you wish to know what they would see about you, please choose "Self-check" as your reason.

If you are an employer or landlord, failure to accurately state the purpose for which you have ordered this report can have legal consequences. False answers are grounds for immediate termination of your account with SentryLink, and may place you at risk of lawsuits by applicants.

Volunteer screening

Please tell us the state in which this report will be used.

- If this report will be used for employment, please select the state in which the job is located.
- Otherwise, please select the state in which the applicant currently lives.

State in which report will be used: AZ

Please read through our User Agreement and Terms of Service below, then check the box indicating you will comply. If you need a copy of a background check release form, or have any questions about the rules regarding background screening, we encourage you to visit our [Background Check Resource Center](#).

#### User Agreement and Terms of Service

SentryLink LLC shall be known as "The Site" in this agreement. In order to access any of the data that The Site provides, users must agree to all of the following terms and conditions.


1. The information reported by The Site constitutes personal information.

I have read the entire User Agreement and Terms of Service shown above, and agree to all the terms and make all certifications required within it.

While many reports are instant, I understand that my results may not be available instantly.

More information on turnaround times

**Order my report - \$19.95**



5. **Lastly, but most important!** Once you receive your results (instantly or via email, share your report with Valley Christian Schools by doing the below steps. Sentry Link will only allow you to share once so should you need to re-send, you can save a PDF of your report and securely email directly to: [development@valleychristianaz.org](mailto:development@valleychristianaz.org)

#### **Sharing a Report on Sentry Link:**

1. Sign in to your account at our website, at: <https://www.sentrylink.com/web/logon.jsp>
2. Across the top, you will see a section called "My Account". Click on the "My Reports" option.
3. On the My Reports and Payment page, click on the red box "List Reports and Payments" and you will see the description of your report. Click on your report, and you will see the report results again.
4. Click on the red box that states "Share This Report"
5. Then enter your recipient's Sentry Link Username which is [mjones@valleychristianaz.org](mailto:mjones@valleychristianaz.org). Agree to terms of use and confirm by clicking the red box that states "I agree to these terms, please share my report"

They will be notified that your report is ready to view. You may check on delivery status by going to My Account > [My Shares](#). If your report is not reviewed in a reasonable amount of time, please contact your recipient directly. They will need to log in to their account to see the report.