

# CITY OF PALM BEACH GARDENS BACKGROUND CHECK INSTRUCTIONS

## Arrive at the landing page. Read instructions from the City.

Per the agreement with the City, you will pay for your own background check. Please have a credit card ready to go, which will be entered via PayPal on the next screen. If you choose not to submit payment, your background screening order will be cancelled.

If you wish to proceed with the investigation, please adhere to the following instructions:

1. Choose from the following list of sports and copy/paste the correct sport or type in the EXACT name of the sport for which you are volunteering in the "Division" Box.

- Football/Cheer
- Lacrosse
- Soccer
- Baseball
- Softball
- Basketball
- Flag Football
- Tennis
- Golf Volunteer
- Independent Contractor
- Volunteer - Other

2. Fill in all items which are in **RED**. These are mandatory entry items.

3. Click "Next"

Enter your info below. **Name MUST match what is in SportsConnect (formerly BlueSombrero) and GotSoccer (FYSA).** All information is required for processing. Enter SOCCER as the division.

Once your info is entered, please scroll down and click next.

YOUR NAME, SOCIAL SECURITY NUMBER AND DATE OF BIRTH

**Division**

**First Name**  **Middle Name**  **Last Name**  **Suffix**

**Birth Date (DOB)**  
 MMDDYYYY -or- M/D/YYYY

**Social Security Number**  
 Digits Only

**Driver's License #:**   
**Issuing State:**

**List current address below:**  
**Street -or- P.O. Box**  **City**  **State**  **Zip Code**

YOUR CONTACT INFORMATION

**Phone Number:**  Daytime phone number  
**Email Address:**  For questions

**CONFIRM** the info entered is correct.

ORDER CONFIRMATION		
CATEGORY	SERVICES	AMOUNT
Package	Palm Beach Gardens Volunteers Reimb. Tara	6.25
	*TOTAL*	6.25

### Terms and Conditions

By submitting this order, you specifically acknowledge and agree that your use of this service and the information contained herein or generated herefrom is subject to the express terms and conditions contained in your Service Agreement and that any information provided as a result of a search constitutes a consumer report as defined by Fair Credit Reporting Act (FCRA) 15 USC 1681 et seq. Further, you expressly certify:

- (1) that any reports procured will be used for employment or tenant screening purposes only pursuant to FCRA Section 604(a)(3)(B);
- (2) that prior to procuring said report, a clear and conspicuous disclosure has been made to the applicant, in a document consisting only of said disclosure, that a report might be obtained for employment purposes AND that the applicant has authorized, in writing, the procurement of said report;
- (3) that prior to taking any adverse action, based in whole or in part upon said report, you will provide to the applicant a copy of the report and the Federal Trade Commission's publication, A Summary of Your Rights Under the Fair Credit Reporting Act;
- (4) that said report will not be used in violation of any applicable Federal or State law or regulation including those specifically governing equal employment opportunity; and
- (5) that precautions necessary to secure any system used to access this service will be taken pursuant to the Security Requirements contained in your Service Agreement.

I agree

I do NOT agree

**ENTER ORDER**

<https://bkclserver5.8f7.com/4DACTION/WebSetEnterComplete/20190801200377/600502>

**SELECT I agree.**

**CLICK enter order – you will not be charged!**



Invoice Date: 08/01/2019  
Invoice Number: 201908012000377

Palm Beach Gardens Golf Course  
11401 Northlake Blvd  
PALM BEACH GARDENS, FL 33412  
Attn: Tim Ford

Department	Recruiter	ApplicantID	Name	Date	Type	Amount
Soccer		201908012000377	Rebimbas, Tara	08/01/2019	Palm Beach Gardens Volunteers	\$6.25
Soccer		201908012000377	Rebimbas, Tara	08/01/2019	Applicant Total	\$6.25

Invoice	201908012000377	6.25
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Click on the PayPal logo to make payment and complete the order.

**PLEASE DO NOT PAY – WE CANNOT REIMBURSE YOU.**

**NOW that you are at this page, you can close out.**