



## Background Check Process

At NSBE, the safety and well-being of our members, especially our youth, are a top priority. To ensure a secure environment, all adults serving as **advisors, volunteers, or chaperones** for NSBE Jr. chapters are required to complete a background check. Follow the steps below to learn more about the process and how to get started.

### Who Needs a Background Check?

If you are an adult advisor, volunteer, or chaperone supporting a NSBE Jr. chapter, a background check is mandatory. This ensures we maintain a safe and positive experience for all participants.

### Before You Begin: Create a Free NSBE Account

Before submitting your background check request, please [create a free NSBE account](#) if you don't already have one. While membership is *not* required for advisors, volunteers, or chaperones, having an account is essential so we can update your background check status once the process is complete.

### Background Check Process:

#### 1. Complete the Background Check Request Form

- Start by filling out the [Background Check Request Form](#)
- This form allows us to gather the necessary information to initiate your background check.

#### 2. NSBE Membership Team Submits Request To Hire Image

- Once we receive your form, the NSBE Membership Team will submit your information to our background check provider, Hire Image, within 2-4 business days.

- You will then receive an email from Hire Image with a link to complete the process and submit the \$14 payment.

### **3. Complete the Process via Hire Image**

- Follow the link in the Hire Image email to finalize your background check and submit payment.
- After your payment is processed, Hire Image will complete the background check within 24-48 hours.

### **4. Receive Notification & NSBE Account Update**

- Once your background check is complete, Hire Image will notify you directly with the results.
- The NSBE Membership Team will also update your NSBE account to reflect your background check status.

#### **How Long is the Background Check Valid?**

Your background check is valid for **up to five years**, making it easier for you to stay involved with NSBE Jr. programs over time.

#### **Questions?**

For any questions or assistance with the process, please contact the NSBE Membership Team at [support email].

Start your background check today and continue making an impact with NSBE Jr.!

[Complete the Background Check Request Form](#)