

Naval Academy Athletic Association - Camps

Background Check Instructions

Who needs a background check?

All employees must have an up to date (within the last four years) background check **with Navy Sports Camps**. Please refer to the employees cleared tab, in your camp workbook.

Step 1

For those who must obtain a background check for employment must sign the Privacy Notice and Authorization for Background Check Form and return the completed form to Joanne Setzer at setzer@usna.edu prior to initiating the background check.

Step 2

Background checks can be initiated at the following location in Annapolis:

Mid-Atlantic Regional Investigations

1202 West Street

Annapolis, MD 21401

Hours (Please call 410-280-1409 to check their availability - hours change often):

Monday: 9:00am to 4:30pm

Tuesday: 9:00am to 5:00pm

Wednesday: 9:00am to 4:30pm

Thursday: 9:00am to 5:00pm

Friday: 9:00am to 4:30pm

Sat – Sun: Closed

Bring the following with you: background check form and a photo identification.

The background check form has an authorization number on it which will allow the NAAA to be billed directly, no cost to you.

All questions regarding background checks should be directed to Joanne Setzer at setzer@usna.edu.

Naval Academy Athletic Association
Privacy Notice and Authorization for Background Check

I have read and understand the Agency Privacy Requirements for the Noncriminal Justice Applicants.

I authorize the Naval Academy Athletic Association and its designated agents and representatives to conduct a comprehensive review of my background causing a background check report to be generated for employment and/or volunteer purposes. I understand that the scope of the report may include, but is not limited to the following areas: verification of social security number, employment history, education background, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions, driving records, birth records, and any other public records.

Print Name

Signature

Date



Mid-Atlantic Regional Investigations

MARI Live Scan Fingerprinting Services

1202 West Street Annapolis, Maryland 21401

Toll Free (888) 320-7775 * Local (410) 280-1409 * Fax (410) 280-0018



LIVE SCAN REGISTRATION FORM

(Please Type or Print in ALL CAPS)

TODAY'S DATE :	<input type="text"/>	SOCIAL SEC. #	<input type="text"/>
LAST NAME	<input type="text"/>	FIRST NAME	<input type="text"/>
PLACE OF BIRTH (Within U.S. State Only)	<input type="text"/> <i>(If outside of U.S. list Country)</i>	CITIZEN of What Country	<input type="text"/>
DATE OF BIRTH	<input type="text"/>	TELEPHONE #	<input type="text"/>
RACE (Check Only One)	<input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian or Pacific islander <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Unknown		
GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female	HEIGHT	<input type="text"/>
EYE COLOR	<input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Hazel <input type="checkbox"/> Gray <input type="checkbox"/> multi-color		
HAIR COLOR	<input type="checkbox"/> Bald <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Blonde <input type="checkbox"/> Gray <input type="checkbox"/> Red / Auburn <input type="checkbox"/> White		
EMAIL ADDR	<input type="text"/>		
CURRENT ADDRESS	<input type="text"/>		
CITY	<input type="text"/>	STATE	<input type="text"/>
		ZIP	<input type="text"/>
REQUEST BY :	NAVAL ACADEMY ATHLETIC ASSOCIATION		
REQUEST TYPE:	<input type="text"/>	<input checked="" type="checkbox"/> State & FBI	<input type="checkbox"/> State Only <input type="checkbox"/> FBI Only
POSITION APPLIED	N/A		
AUTHORIZATION #	1300002944	ORI:	<input type="text"/>
Have you ever been convicted of a criminal offense ?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Do you currently have any criminal charges pending ?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Thanks for allowing us to serve you.