



UNIVERSITY OF MINNESOTA
EXTENSION



Minnesota 4-H Volunteer Online Background Check Instructions

For use with:



THE MCDOWELL AGENCY, INC.
INVESTIGATION & PRE-EMPLOYMENT SCREENING

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TRUE Background Screening | The McDowell Agency, Inc. - Microsoft Internet Explorer

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Welcome About Us Services Resources Contact Us Client Sign Up **Client Log-in**

Welcome to True Background Screening Services

The McDowell Agency, Inc. is a full service, licensed private investigation firm specializing in background investigation and pre-employment screening services. We proudly offer True Background ScreeningSM, which provides the most comprehensive criminal background check available. As a leader in providing customer service, we have over 25 years of experience serving clients nationwide. Our client base includes nonprofits, government agencies, and large corporations. Our investigative and screening services will provide you with the facts necessary to aid you in your decision making process.

The McDowell Agency, Inc. takes the position that database searches can be very useful, but only when used in conjunction with a record search done at the county level. Database search products are dangerously inadequate and guaranteed to be incomplete; we hold the position that selling them as a stand-alone service is insufficient. The McDowell Agency, Inc. provides True Background ScreeningSM, which combines the database with a county criminal record search to create the most comprehensive criminal background check available. We also believe that we are dealing with not just information, but people's lives and futures. This is a commitment we take very seriously. We will not release the results of a criminal background search until they have been reviewed by a licensed private investigator.

Our experienced staff is committed to providing you with superior, accurate results while maintaining our goal of creating the highest quality client experience. Utilizing efficient technology and resources, our average turnaround time is less than 48 hours. Our account representatives work with their clients to design and implement programs and packages that will meet each client's unique needs. Partner with The McDowell Agency today and discover the True Background ScreeningSM difference.

Our Experience Leads to Your Success

- Licensed by the Minnesota Board of Private Investigators and Protective Agent Services
- Over 25 years of experience nationwide protecting employers, staff and customers
- Member of The National Association of Professional Background Screeners
- Member of The National Council of Investigation and Security Services
- Member of The Public Record Retriever Network
- The ultimate client experience: client retention rate of over 99%
- Average turnaround time on criminal background checks of 42 hours in 2006
- Endorsed by the Minnesota Association of Volunteer Administrators as the preferred provider of background checks for its members
- Endorsed by the Minnesota Association of Charter Schools as the preferred provider of background checks for Minnesota Charter Schools

As a leader in providing customer service, we have over 25 years experience serving clients nationwide...from small businesses to Fortune 500 companies.

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napbs
National Association of Professional Background Screeners

Welcome About Us Services Resources Contact Us **Secure Client Log-In**

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Done Internet

1) Go to www.mcdowellagency.com and click on “Client Log-in.”




- 2) Enter your **User ID** and **Password** (and note that user IDs and passwords are case sensitive):
USER ID: 4HHHH9
PASSWORD: 4HHHH9

Then click on the “**Login**” button.



- 3) To begin select the “**request**” tab from the menu that stretches across the top of the webpage.

To view or print a copy of a summary of your rights under the Fair Credit Reporting Act, you can click on “**Summary of Rights.**” Note that 4-H will not check your credit history – the Act is pertinent simply to the collection any background check data.

 THE MCDOWELL AGENCY, INC.
BACKGROUND SCREENING

Welcome VOLUNTEER Select a Package [Help ?](#) [Cancel](#)

Welcome to our Custom Request System. Please Select a Package Below to Begin this Order.

PACKAGE 1

I authorize all persons, schools, companies, corporations, state agencies, federal agencies, and law enforcement agencies to release information without restriction or qualification to The McDowell Agency, Inc. I hereby release The McDowell Agency, Inc. from any liability arising from the preparation of this report or investigation relating thereto to the extent permitted by law. I agree that failure to reveal any requested information, or the giving of any false or misleading information on this online application, may be grounds for refusal to enlist my services and negate any present or future volunteer, employment, or contractor service possibilities with this organization. Furthermore, I understand that any offer that has been made to me for the use of my services with is contingent upon full disclosure of requested information and subject to personal reference checks. I understand that the results of said background check may disqualify the use of my services and that any offer I have received is contingent upon this report and may be rescinded at any time as a result of findings deemed essential by the organization.

I have read and understand the terms of this authorization and agree to the terms stated herein.

Electronic Signature:

Please type in your Full Name above to Authorize this Transaction with your Electronic Signature and check the box below.

My name entered above Signifies my Electronic Signature

4) Type your **full name** into the space next to “**Electronic Signature**” and mark the box next to “**My name entered above Signifies my Electronic Signature.**”

Click on “**Continue**” to proceed.

5) Type in the following required information:


- A) **Last Name**
- B) **First Name**
- C) **Current Address**
- D) **Zip** (City and State will be automatically filled in after entering your zip code.)
- E) **Date of Birth**
- F) **Social Security Number**

6) Under Additional Information please enter the following:

- a. In the “**Reference**” field, please enter the name of the county for which you will be a volunteer (which may or may not be the county in which you reside).
For Otter Tail County, please indicate East or West.
For St. Louis County, please indicate North or South.
- b. If you have been convicted of a crime, list date(s), offense(s), county(ies) and state(s) under “**Special Research Instructions.**”

7) Under “**Rapid Order**” mark the box for “**Order Criminal Court Searches based on Address entered above.**” Check the boxes for both “**County**” and “**Statewide.**”

Then click “**Continue**” to proceed with the request.


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 BACKGROUND SCREENING

Welcome SAM004 Applicant Information Enter Search Request Details [Help ?](#) | [Cancel](#)

Applicant: DOE, JOHN A. **SS#:** 343433333 **DOB:** 01/01/1970 **Reference:**
Address: 123 MAIN ST, WHITE BEAR LAKE, MN 55110

Go To: [Social Trace](#) [Other](#)

Criminal Court Searches [?](#)
[+Add/Edit Jurisdictions](#) [County Lookup](#)

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	MN	STATEWIDE	Remove

Social Trace [top](#) [?](#)
 Social Trace has been Requested [Remove](#)

National Sex Offender Database [top](#) [?](#)
 National Sex Offender Database has been Requested [Remove](#)

USA CRIMINAL INDEX [top](#) [?](#)
 USA CRIMINAL INDEX has been Requested [Remove](#)

Order Authorization and Submission
 I certify that I have authorization from the individual listed above and that I am in compliance with all applicable laws pertaining to an "Investigative Consumer Report" as defined in the *Fair Credit Reporting Act (FCRA)* as amended.

ATTENTION: Please Click the "Agree and Submit Order" Button Above Only Once ... Multiple Clicks may Result in Duplicate Orders ... An Order May Take 1 to 2 Minutes to Process

Fields with a "*" Must be Completed

[Return to Top of Page](#)

8) Order Authorization and Submission: Click on “Agree and Submit Order.”


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Thank You.
 Your request has been submitted for the following:

Name: JOHN A DOE
Social Security: 444444444
Birthdate: 01/01/1955
Reference: (not provided)
Auto-Generated Order #: 8891
Searches Ordered: Criminal Court | Social Trace | National Sex Offender Database | USA CRIMINAL INDEX |

[Click Here to Enter Another Request](#)

...or select one of the navigation buttons above to continue

Request Posted 1:18:40 PM on 4/10/2008

9) You will then see a “Thank You” page confirming your order. Please be sure to print a copy for your records. You can then logout to complete the process.