

## BACKGROUND CHECK INSTRUCTIONS

As part of your application to the City of Kansas City Missouri Municipal Court, a comprehensive background check will be conducted through Validity Screening Solutions. The cost of the background check is \$250.

The following are step by step instructions that will allow Validity to process your background check efficiently.

1. Complete the attached Credit Card Authorization form (CCA) to pay for your background check (one-time fee of \$250). Return the CCA to the attention of Amy Benz via email ([abenz@validityscreening.com](mailto:abenz@validityscreening.com)) or fax to 1.866.287.5869.
2. Once you have completed Step 1, please refer to the instructions below so that you may utilize Validity's online system to enter your personal information and electronically sign the forms necessary to initiate your background.

Instructions for initiating a background check online through Validity Screening Solutions:

- To access Validity's online system, please click on the link below <https://www.ejobapp-validityscreening.com/p/KCMO>
- Click on "New User? Click Here" (top right)
- Set up a username & save
- An email will be sent to you from Validity Screening Solutions (this may take several minutes and may go to spam or junk mail folder)
- Once you have received the email, click on the link provided to set up your password
- Upon setting up / changing your password, on the next screen click "Submit" to the right of "Background Screening Profile"
- You will next see an instructions page. There are no instructions for this account so scroll to the bottom & click on "next"
- The next screen will be to add information regarding your credentials (attorney license). It is not required that you enter two credentials. Once you have entered your credential information click on "Save" in the bottom right corner. If everything looks correct, click on "Next"
- On the next screen you will be asked to input education information. Please list undergraduate and graduate degree information. Once you have completed the education section, click "next"
- You will then go through the Acknowledgment portion and you will be taken to the Disclosure where you will provide an electronic signature
- On the next screen you will be asked for your personal identifying information (DOB, SSN, Driver's License number). You will then sign the authorization for a background check.
- On the final screen you will submit your background screening profile.

Should you require technical assistance, you may contact a member of Validity's Client Care team at 913-322-5999.

Upon receiving the completed CCA form and your online submission, Validity will initiate the background. On average, background checks are completed within 3-5 business days. Turnaround time can vary depending on the services requested and the courts / jurisdictions from which information is requested. Once the background check is complete, a copy of the report will be emailed to you as well as the Judicial Nominating Committee.

You may contact Amy Benz, Director of Investigations at Validity Screening Solutions, at [abenz@validityscreening.com](mailto:abenz@validityscreening.com) or 913-322-5930 should you have any questions.