

## Background Check Instructions - Employees

1. Click on this link to access the Safe Visitor website:  
<https://secure.safevisitorsolutions.com/Safe/Volunteer/000832/new>
2. Select Next Step, check the box to Agree to the terms, and select Next Step again.
3. Check the box to confirm your FCRA rights, type your eSignature, and select Next Step.
4. Enter all information in the boxes that appear highlighted in red (these fields are required). You will not be able to submit your request until you have correctly filled in all red boxes.
5. Select the checkbox for the authorization agreement, type your eSignature, and Select Next Step. (\*You do NOT need to scan your Driver's license. This button is for organization use only.)
6. You will now be prompted to enter payment. \*Your background check will not be submitted or considered started until you submit payment.
  - The cost of the background check is the responsibility of the employee and starts at \$24.90. Once payment is made, then your request will be submitted for processing. *\*Please note that results may take up to 30 days to be returned depending on the counties being searched.*
  - \*If you have resided outside of Indiana, you may also be required to complete additional checks as part of Indiana's legislation requiring out-of-state county criminal history checks. Additional charges for these checks are assigned by individual states and counties, and it is the responsibility of the employee to pay for any charges associated with these required background checks prior to the start of employment.
7. During the background check process, you will receive an email to complete the required Indiana Department of Child Services check through Management Gateway for Indiana's Kids website. Submission of information on this site is **required** for all new school employees. Your background check is not considered submitted until this step is completed. If you encounter difficulties with the site, please contact 765-746-1602 for assistance.
8. If you need assistance at any point during this process, please contact central office at 765-746-1602.

*Employment status with West Lafayette Community School Corporation is based on the acceptable results of all background checks. Acceptable results for the Expanded Criminal History Check are valid for 5 years, and then, recertification will be required for all employees. All background check requests must be submitted by the employee prior to the first day worked.*