

# How to Get a Background Check

Important! Applicant must be a current member.

1. Applicant contacts the appropriate approving officer:
  - MoCs apply to the Kingdom Minster of Children
  - Heavy Combat marshals apply to the Deputy Youth Combat marshal
  - Rapier Combat marshals apply to the Deputy Youth Rapier marshal
  - Kingdom officers and deputy kingdom seneschals apply to the Kingdom Seneschal
  - Contact the Kingdom Seneschal in special cases
2. If the officer approves the applicant, the officer sends the applicant two forms:
  - Fair Credit Reporting Act Consumer Report Disclosure
  - Background Check Authorization.
3. The approving officer sends the Kingdom Seneschal the applicant's information:
  - SCA name
  - Mundane name
  - Membership number
  - Membership expiration date.
4. The applicant fills out the forms and faxes them to corporate office at 408-263-0641, Attention: Theresa Anderson.
5. Before starting the background check, the corporate office waits to receive a list of approved names from the kingdom seneschal.
6. A monthly roster is sent from corporate to the kingdom seneschal. This roster lists all completed background checks.