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.