

Jefferson Swim League Background Check Directions

Per JSL Rules and Regulations, "...coaches on deck 18 years old and over prior to June 1st of the current season must have successfully passed a USA Swimming approved, Sterling, Pre-employ, IntelliCorp, Verifications Inc, or Virginia State Police criminal background check within the last two years". If your team conducts a background check from any of these organizations they are acceptable and you or your team are only required to produce proof of that.

For those Coaches whose teams do not conduct background checks, JSL is pleased to offer a new, cheaper, and easier background check through IntelliCorp. The charge is **\$32.55 for an INITIAL** background check and **\$18.90 for a RENEWAL** (Your previous background check has expired or will expire before the end of the season.). However, JSL does NOT pay either fee. Coaches who have ever lived in the New York City area may incur an additional \$95.00 fee charged by that area.

PLEASE ALLOW 7 TO 10 DAYS (sometimes longer) FOR YOUR BACKGROUND CHECK

Follow these directions carefully:

1. **Request a password** for the JSL Background Check from your JSL Rep, Head Coach, or advisor@jsl.org. You should receive this from advisor@jsl.org within 12 hours or less, but if not, you may call Bob Garland at (434) 293-2045 between the hours of 9AM to 9PM.
2. **Have a credit card ready.**
3. **On a DESKTOP or LAPTOP computer (there is no phone or tablet app)**
Log on to <https://jslinitial.volunteerportal.net> if this is your **FIRST** time or **Log on to** <https://jslrenewal.volunteerportal.net> if this a **RENEWAL** of a previous IntelliCorp background check. **BE SURE TO SELECT THE CORRECT PORTAL.**
4. **Review text on the Welcome Page;** make sure you are on the correct "INITIAL" or "RENEWAL" portal, enter the password provided, and click "**Agree and Consent**".
5. **Enter Personal Information.** (Address is your current mailing address.)
6. **All fields marked with a "★" are required.**
7. **Select Virginia** as "State/Province of Work".
8. **Select Your Team Name** as "Reference".
9. **Click "Next".**
10. **Carefully review all information** to ensure its accuracy before proceeding.
If you submit inaccurate information you will have to pay for a second check.
11. **If you need to make any corrections** you can click on the "**Edit**" link or the "**Previous**" button to return to the Personal Information page.
12. **Click "Next" or "Complete"** to process your search.
13. **Enter payment information** on pop-up screen.
14. **Click "Submit".**
15. **You MUST select "Request a Copy of Your Report"** to get a copy emailed to you for your records or to send to your team.
16. **Fill out information form** to receive your copy which you will send to your team if they request it.
17. **It is NOT necessary to send a copy to JSL.** We are directly notified by IntelliCorp.

FAQ's

- **What if I couldn't finish my background check?**
If you "quit" or "save" in the middle, a pop-up window will appear with a code to be used to resume your search at a later time.
- **What if I'm not sure my background check went through after submitting?**
Do NOT resubmit; call IntelliCorp at (888) 946-8355 for assistance.
- **Will I get a receipt for payment?**
Yes, a receipt will be emailed to you, but this is only proof of payment, not a successful check.
- **What if I forgot to select "Request a Copy of Your Report"?**
Select this link <https://consumer.intellicorp.net/> and "Submit Request".
- **What if there is an error in my background check?**
Select this link <https://www.intellicorp.net/marketing/applicantinquiries.aspx>, scroll down, and follow directions for disputing a background check report.
- **Why does JSL NOT need a copy of my background check?**
JSL can view your background check online in a secure portal as soon as it is complete. Only the last four digits of your Social Security number are visible on your background check.