

Queen Anne's County Soccer Club

Background Check Instructions

1. Go to www.nationalbackground.com
2. Click "Client Log-in" (top right corner)
3. Username: staff2601
Password: staff2601 then login
4. Select "Request" at top of next page
5. Enter your information for name, address, DOB, SSN, and Gender
6. Rapid Order fields automatically checked
7. Select Continue
8. Next page should have search type defaulted to Felony and Misdemeanor for Statewide
9. Select "Add Searches to Order"
10. Next page, select "Agree and Submit". Done