



## Directions for Initiating a Background Screen

Following are step-by-step directions that will guide members through the process of initiating and completing a USA Swimming Background Screen.

Special Note: If you use Microsoft Internet Explorer as your web browser, this online process is optimized with Explorer 6.0+ or 7.0+. It is recommended that you update your computer to one of these versions of Internet Explorer. It is also necessary to have the free Adobe Acrobat Reader software installed in order to access the "Terms of Usage."

- 1) Go online to <http://www.usaswimming.org/bgscreen> and use the special button that will link you to the TC logiQ web site to initiate a request for a USA Swimming Background Screen. There are five steps to the screening application process; be sure to complete all five steps.
- 2) The first screen is the "**Instruction Page**" which provides a few instructions that you should review before beginning the application process.
- 3) The second screen is the "**Introduction Page**" which, if you have previously created a TC logiQ account, will ask you to input your username and password. If you have not created an account, click on "*Need to create an account.*"
- 4) The next screen is "**Step 1: Create a Username and Password.**" You will create a username and password and input your email address. After you click the "*Save and Continue*" button, an email providing your username and password will be generated. In the event you are unable to complete the screening application for any reason, you can log back-in and return to the screen where you left off. Please save the username and password for future use.
- 5) Next, you will be directed to the "**Step 2: Create Account & Provide Information**" screen. You will be asked to provide the following information:

- |                        |                                 |
|------------------------|---------------------------------|
| ▪ Legal First Name     | ▪ Social Security Number        |
| ▪ Preferred First Name | ▪ Birth Date                    |
| ▪ Middle Name*         | ▪ Local Swim Committee (LSC)**  |
| ▪ Last Name            | ▪ USA Swimming ID Number ***    |
| ▪ Suffix               | ▪ U.S. Citizen (Yes/No)         |
| ▪ Maiden Name          | ▪ Gender                        |
| ▪ Street Address       | ▪ Height                        |
| ▪ City, State, Zip     | ▪ Eye Color                     |
| ▪ Home Phone Number    | ▪ Race                          |
| ▪ Cell Phone Number    | ▪ Counties, States & Foreign    |
| ▪ E-mail Address       | Countries lived in since age 18 |

\* Insert "None" if you do not have a middle name.

\*\* Use the drop down box to select the LSC in which you are registered. If you are not sure of your LSC, check "*USA Swimming*"

\*\*\* The formula for determining your USA-S ID# is as follows: Your six-digit birth date (mmddyy) + the first three letters of your legal first name + middle initial + first four letters of your last name. If you do not have a middle initial or last name four letter or longer, the missing characters are a star (\*). John Chu would be mmddyyjoh\*chu\*.

- 6) You will also be asked to disclose any previous arrests or convictions in a text box.

- 7) On the next screen, the **“Step 3: Verify Your Information”** page, you will be asked to verify the accuracy of the information provided on the previous screen. If any information is incorrect, please edit this information by clicking on the *“Make Changes”* button located at the bottom of the screen.
- 8) Once you confirm your information, you will be directed to **“Step 4: Secure Payment”** where you will be asked to provide payment information and secure payment by VISA or MasterCard. TC logiQ uses Authorize.net as a third-party vendor to transfer electronic payments securely.
- 9) After you submit payment information, you will be asked to verify this information on the next page **“Step 4B: Verify Your Payment Information”**
- 10) The next screen will take you to **“Step 5: Secure Payment and Initiate Background Screening Search.”** This summary page displays your personal information as well as your credit card info. Please click the button at the bottom of the page to secure payment and initiate the background search.
- 11) The final screen is the **“Print Confirmation”** screen. Please print and save this confirmation page.
- 12) Once you complete the process, you will be able to go online to the TC logiQ website at any time to check the status of your screen and/or to review your search history. Simply go to [www.tcllogiq.com](http://www.tcllogiq.com) and enter your username and password. Also, should you ever misplace your confirmation printout; you will be able to reprint a confirmation receipt on your account page.
- 13) Until TC logiQ reviews the screening report generated by this process, the applicant’s status on TC logiQ’s website will reflect *“Pending”*. Normally, a decision regarding membership eligibility will be emailed to you within 3-5 business days. In a few situations, it may take up to 14 days to complete the process.
- 14) When you pass screening, the result will be updated to *“Approved”* on your account page on the TC logiQ website and be communicated electronically to the USA Swimming SWIMS database. The expiration date for your screening is reflected in the same manner as your coaches’ safety certifications.
- 15) If the background screen returns incorrect criminal information, you have the opportunity to dispute that information. No action will be taken regarding membership eligibility until that information has been reviewed and verified. Please see Question #5 in the separate FAQ document to learn how to challenge disputed information.
- 16) If the background screen returns a finding of a potential membership disqualifier, there is a process for appeal to an established USA Swimming National Board of Review panel. Please see Question #6 in the FAQ document to learn how to appeal a negative membership decision.

Should you encounter any problems initiating a screen or navigating the TC logiQ website, please contact their Technical Support Desk by telephone at 877-825-6447 or by email at [technicalsupport@tcllogiq.com](mailto:technicalsupport@tcllogiq.com).

Please direct any questions that you might have about the background screening requirement to your LSC Registrar or Sport Development Consultant. You may also call the USA Swimming National Headquarters at 719-866-4578.

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