

# Background Check Entering Instructions



THE MCDOWELL AGENCY, INC.  
INVESTIGATION & PRE-EMPLOYMENT SCREENING



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TRUE Background Screening | The McDowell Agency, Inc. - Microsoft Internet Explorer

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**TRUE**  
background screening

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**Welcome to True Background Screening Services**

The McDowell Agency, Inc. is a full service, licensed private investigation firm specializing in background investigation and pre-employment screening services. We proudly offer True Background Screening<sup>SM</sup>, which provides the most comprehensive criminal background check available. As a leader in providing customer service, we have over 25 years of experience serving clients nationwide. Our client base includes nonprofits, government agencies, and large corporations. Our investigative and screening services will provide you with the facts necessary to aid you in your decision making process.

The McDowell Agency, Inc. takes the position that database searches can be very useful, but only when used in conjunction with a record search done at the county level. Database search products are dangerously inadequate and guaranteed to be incomplete; we hold the position that selling them as a stand-alone service is insufficient. The McDowell Agency, Inc. provides True Background Screening<sup>SM</sup>, which combines the database with a county criminal record search to create the most comprehensive criminal background check available. We also believe that we are dealing with not just information, but people's lives and futures. This is a commitment we take very seriously. We will not release the results of a criminal background search until they have been reviewed by a licensed private investigator.

Our experienced staff is committed to providing you with superior, accurate results while maintaining our goal of creating the highest quality client experience. Utilizing efficient technology and resources, our average turnaround time is less than 48 hours. Our account representatives work with their clients to design and implement programs and packages that will meet each client's unique needs. Partner with The McDowell Agency today and discover the True Background Screening<sup>SM</sup> difference.

**Our Experience Leads to Your Success**

- Licensed by the Minnesota Board of Private Investigators and Protective Agent Services
- Over 25 years of experience nationwide protecting employers, staff and customers
- Member of The National Association of Professional Background Screeners
- Member of The National Council of Investigation and Security Services
- Member of The Public Record Retriever Network
- The ultimate client experience: client retention rate of over 99%
- Average turnaround time on criminal background checks of 42 hours in 2006
- Endorsed by the Minnesota Association of Volunteer Administrators as the preferred provider of background checks for its members
- Endorsed by the Minnesota Association of Charter Schools as the preferred provider of background checks for Minnesota Charter Schools



As a leader in providing customer service, we have over 25 years experience serving clients nationwide...from small businesses to Fortune 500 companies.

Welcome About Us Services Resources Contact Us **Secure Client Log-In**

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Done Internet

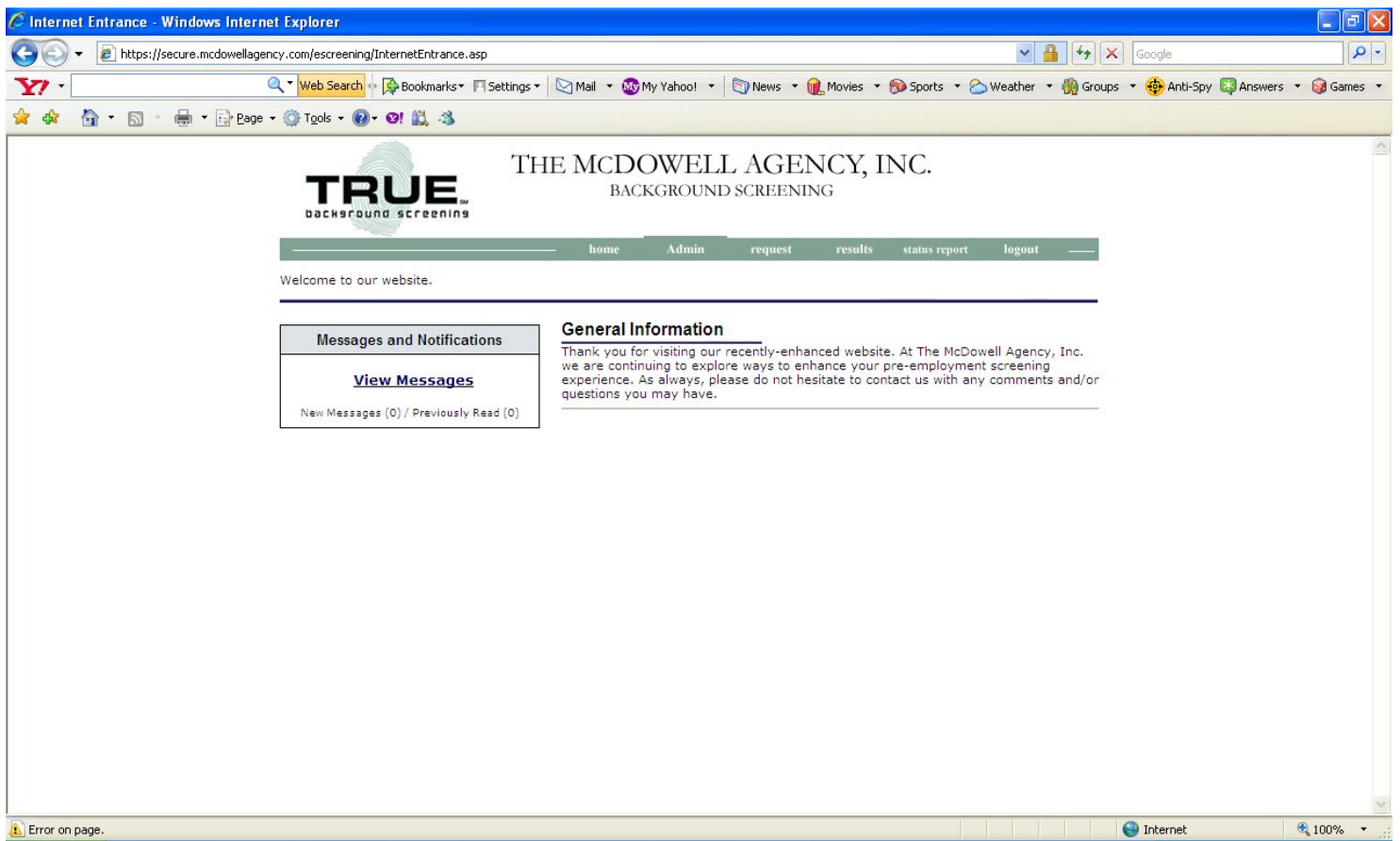
1) Go to [www.mcdowellagency.com](http://www.mcdowellagency.com) and select “Client Log-in”.



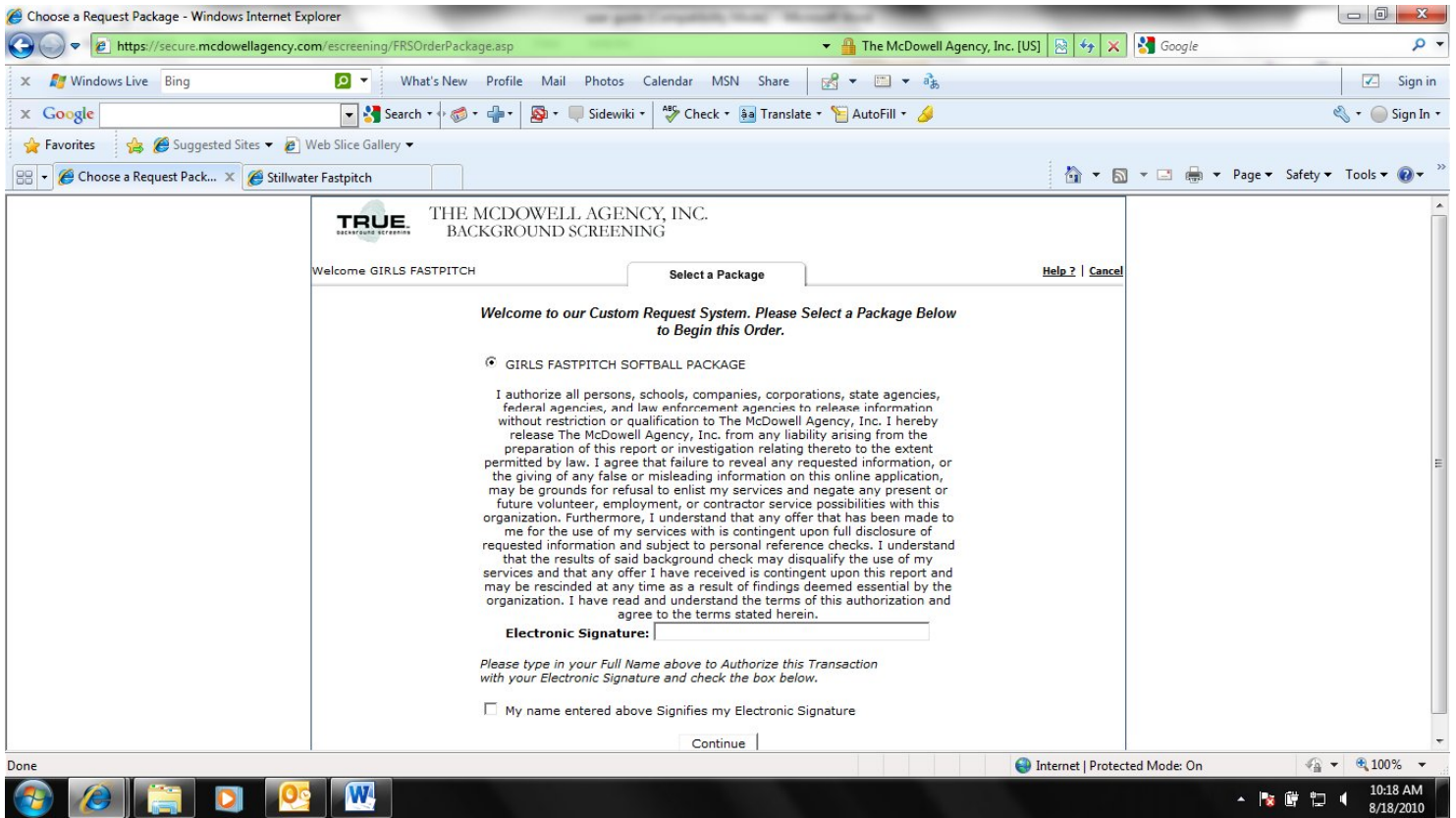
2) Enter your user id and password:

User Id: fastpitch1

Password: fastpitch1



3) To enter your background check request, select the “Request” tab from the menu that stretches across the top of the webpage.



4) Type your full name into the space next to “Electronic Signature” and mark the box next to “My name entered above Signifies my Electronic Signature”.

Click on “Continue” to proceed.

The screenshot shows a web browser window with the URL <https://secure.mcdowellagency.com/escreening/FRSGeneral.asp?PickPackage=20%20DOLLARS>. The page title is "THE MCDOWELL AGENCY, INC. BACKGROUND SCREENING". The form is titled "Applicant Information" and includes the following fields:

- Last Name: \*
- First: \*
- Middle:
- Rush:
- Current Address
- City
- State: \*
- Zip
- Date of Birth: \* (ex. 01/01/1955)
- Social Security #: \*
- Gender/Race: (M/W for Male/White)
- Alias(AKA):
  - Last Name:
  - First:
  - Middle:
- Additional Information:
  - Requestor: GIRLS FASTPITCH
  - Reference:
  - Dept - Pos:
  - Special Research Instructions:
  - Other Information:

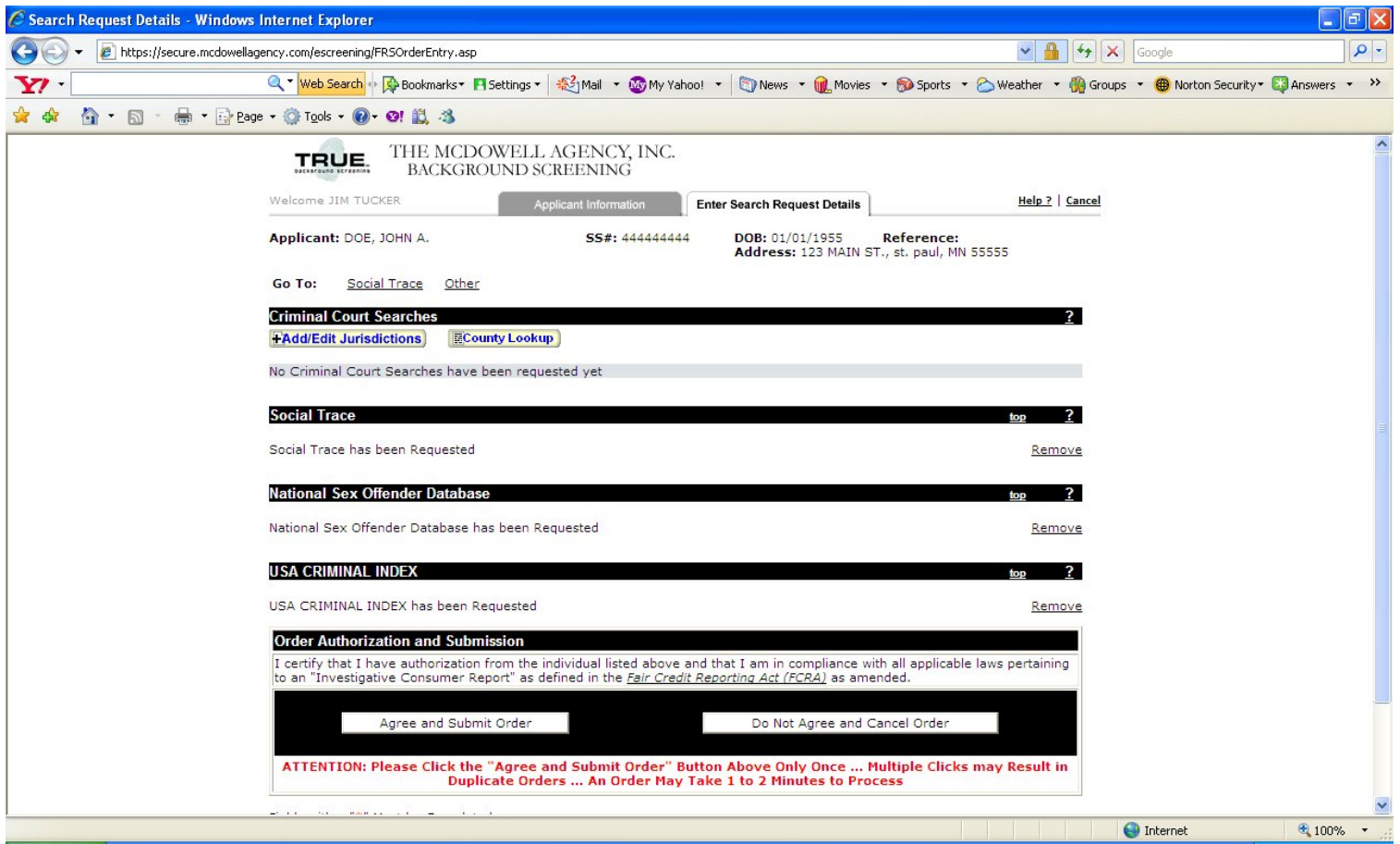
Fields with a "\*" Must be Completed

Continue

5) The following information is required\* to complete the background check:

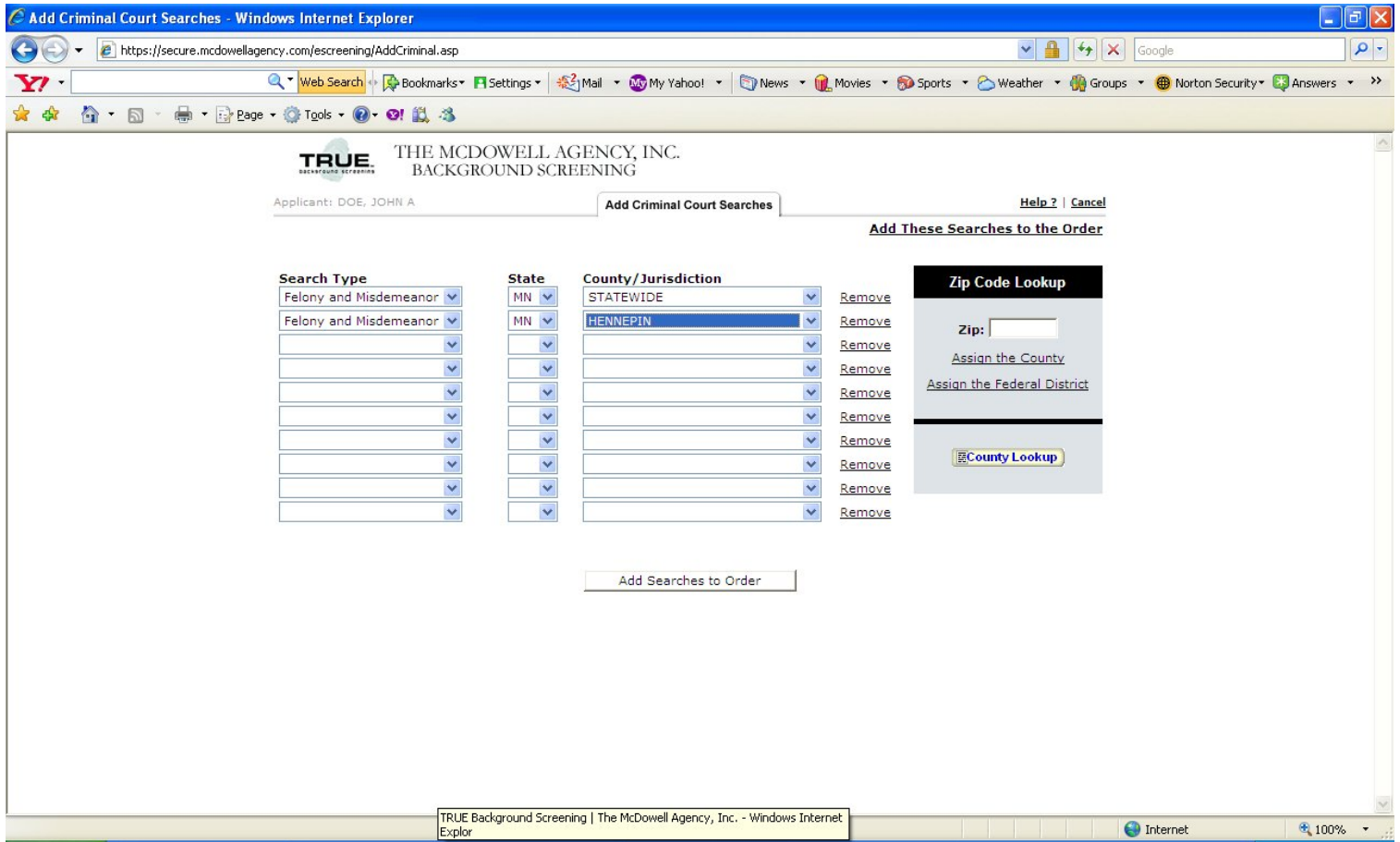
- A) Last Name
- B) First Name
- C) Current Address
- D) City
- E) State
- F) Zip
- E) Date of Birth
- F) Social Security Number

Click "Continue" to proceed with the request.



6) This page shows the types of searches you selected and requires that you enter information to conduct the statewide and county criminal checks.

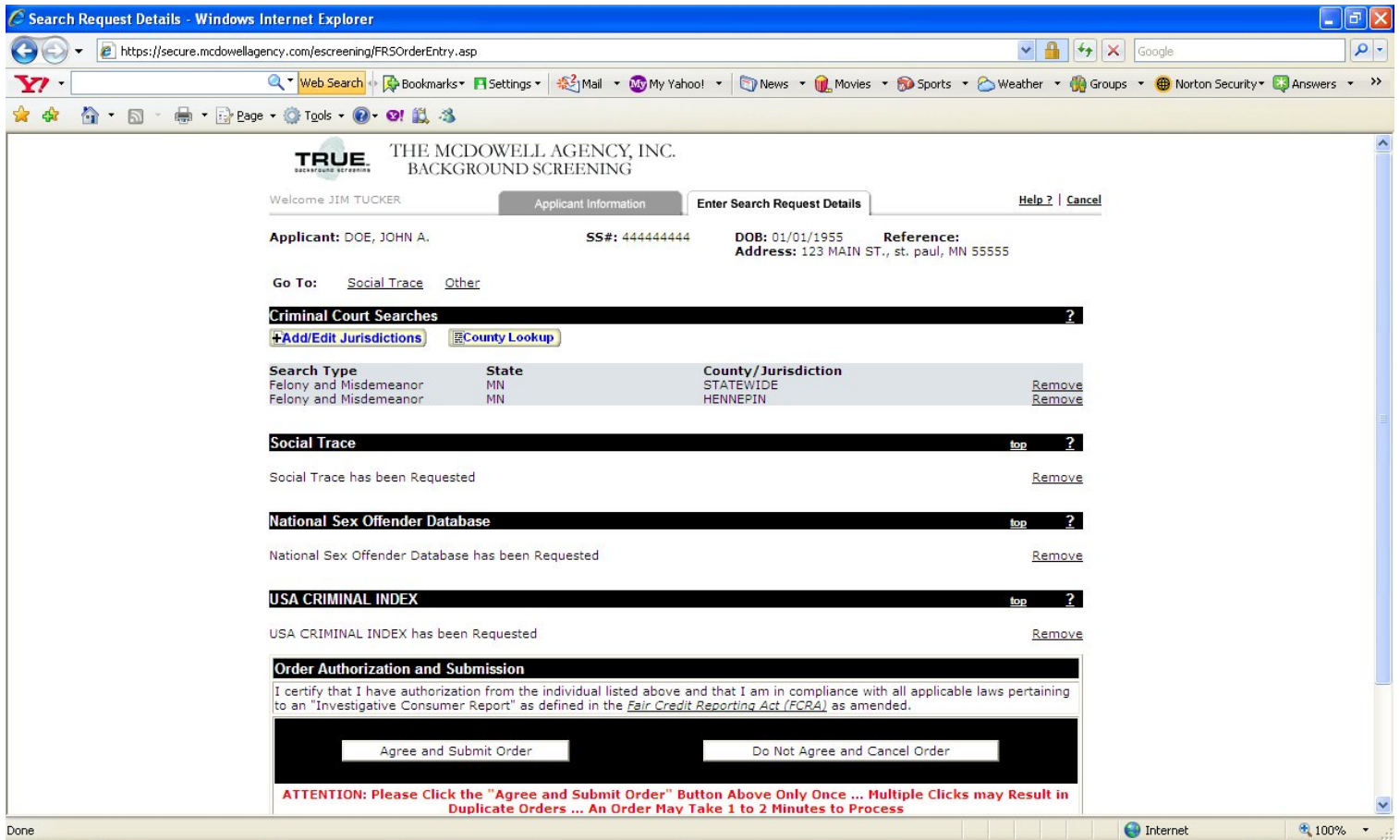
**Criminal Court Searches:** “click on” “Add/Edit” under the criminal/civil searches.



7) On this page you will add the statewide Minnesota Bureau of Criminal Apprehension (BCA) search and the county criminal record search. These are the only 2 searches that need to be added.

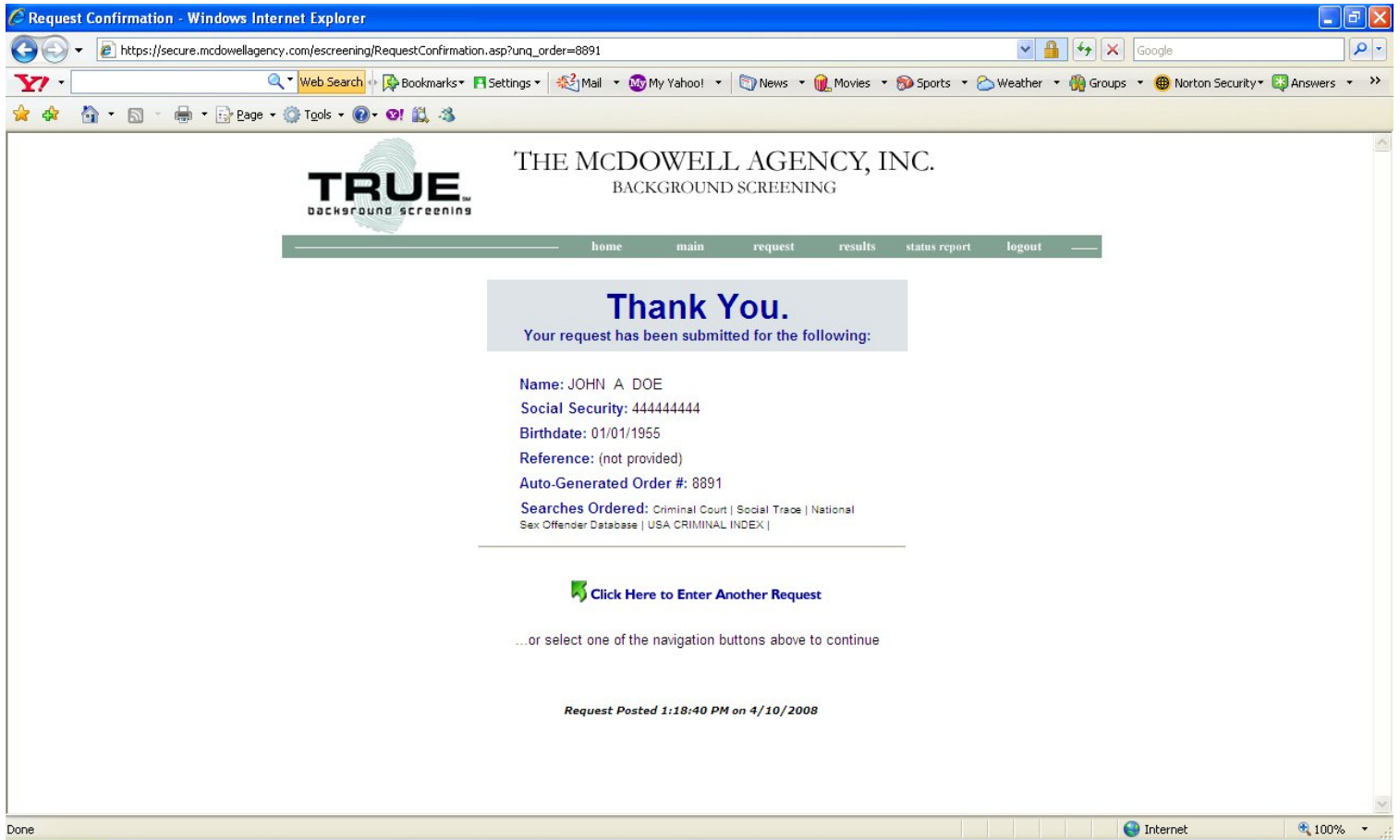
1. For the Minnesota BCA search:
  - a. Select Felony and Misdemeanor for “Search Type”.
  - b. Select Minnesota for “State”.
  - c. Select “Statewide” for County/Jurisdiction.
  
2. For the county criminal record search:
  - a. Select Felony and Misdemeanor for “Search Type”.
  - b. Select Minnesota for “State”.
  - c. Select your current county of residence for the County/Jurisdiction search.

When completed select “Add Searches to Order”.



8) After you click “Add Searches to Order” you will be taken back to the main “Enter Search Request Details” screen.

**Order Authorization and Submission:** Click on “Agree and Submit Order”.



9) Once you have successfully submitted a request for background screening, this page will appear. Please be sure to print a copy for your records. You can then logout to complete the process.



**If you have any questions or concerns, please contact us:**

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