

## **BACKGROUND SCREENING PROCESS FOR NON-US CITIZENS**

The organization will need to collect more information for non-US citizens who do not have a social security number. An example would be a college student who is in the United States to attend school. With the Visa/Green Card number, SSCI can still do a screening on the information provided.

If the non-US citizen has a social security number, both fields (SSN and Visa/Green Card) must be completed. If there is no social security number, this must be clearly indicated. That means that the applicant must write "no SSN" in the social security field. If the SSN field is left blank, the application will be considered incomplete. The Visa/Green Card field must be completed. If neither field is completed, the application will be considered incomplete and more information will be requested of the region.

Non-US citizens **WITH** a valid social security number may proceed by completing the application on-line.

Background screening applications for non-US citizens **WITHOUT** a valid social security number cannot be conducted on-line since the Visa/Green Card Number field is not an available field in the online system at this time.

The non-US citizen without a social security number will be instructed to use the link to the PDF form which is to be printed, completed using the Visa/Green Card Number, signed, and sent or faxed to the region. The must also provide a copy of a government issued ID (i.e. passport, visa etc.). The region will then forward that application and copy of the government issued ID to Janice Kosbab at the national office who will forward the form to SSCI for processing.