



RIVER VALLEY RIDERS
EQUINE-ASSISTED SERVICES

Background Check Instructions

- 1) River Valley Riders' policy requires that volunteers, staff and Board members **age 18 years and over** have a Background Check every three years. River Valley Riders contracts with the McDowell Agency, Inc. to run these checks. Email bqc@rivervalleyriders.org if you would like a copy of the policy.
- 2) River Valley Riders' Administrative Coordinator, Gail Olsen, will submit your name and email address to the McDowell Agency, Inc.
- 3) You will receive an email from bqc@rivervalleyriders.org which will contain the link to begin the process.
- 4) On the left side of the screen, you see the list of 7 steps:
 1. Login Page; 2. Signature Confirmation; 3. Disclosure; 4. Consent;
 5. Summary of Rights; 6. Notices; 7. Application.
- 5) The term "Electronic Signature" means to TYPE in your name. Sections 2-6 are notices and disclaimers for your information to read and acknowledge you read them. You will see a line at the end of each section for you to so acknowledge. Section 2 asks, "Do you agree to conduct....". Click the box, then fill in your name, the date and the last 4 numbers of your Social Security number. Click Submit and Next. Sections 3-6 state "By checking this box...". Check the box, fill in your signature on each section, then click Submit and Next.
- 6) Section 7 is where you enter your information for the McDowell Agency, Inc. to run the background check:

Full Name, Address, Phone numbers, Email address, Former names (e.g. maiden name), Birth Date and Social Security number. Your report stays on the secure McDowell Agency, Inc. site. You may request a copy of your report. River Valley Riders only records the date and that you have completed the background check.
- 7) Fill in the last Signature box and submit.
- 8) You will then see a "Thank you" page confirming your order.

Thank you!

Please contact us with any questions or concerns:

Email: bqc@rivervalleyriders.org

Call and leave a message: 651-439-2558