



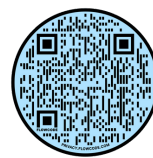
# CONTRACT CLASS SUBCONTRACTOR BACKGROUND APPROVAL PROCEDURES



01

## SUBCONTRACTOR DETAILS

Fill and sign the digital **Exhibit A** form for your Subcontractor, including a copy of their license or government issued ID and a head shot photo. *If your subcontractor is a minor, a **Parental Consent Form** must also be submitted.*



## PAYMENT

Our staff will reach out to the indicated party to collect form of payment if you do not already have a card on file.



02



03

## BACKGROUND

Your subcontractor will receive an email via Adobe Sign containing paperwork that will need to be completed and signed.

## NBPD APPOINTMENT

Upon review of their paperwork, they will receive a second email containing the Police Record Check Application form. After completion they will need to make an appointment for fingerprinting by calling the Newport Beach Police Department at **949-644-3681**.



04



05

## PRINT & COMPLETE

Print and complete the completed Police Record Check Application form (and Parental Consent Form, if applicable) prior to their appointment. Police will not process fingerprints without it.

## What's Next?



**Time.** Fingerprints often take 1 month+ to be processed



**Clearance.** You will receive a notification by email when your instructor has cleared.



**Badge.** You will be mailed an ID badge for your instructor to wear to programs to indicate they have been cleared.

Please **do not** schedule instructors for programs until they have been cleared.