



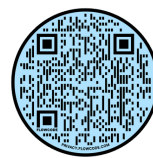
CONTRACT CLASS SUBCONTRACTOR BACKGROUND APPROVAL PROCEDURES



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.