



## Kentucky Swimming

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### Criminal Background Check for Coaches

Please follow the instructions below:

1. Before you start the online background check, you will need to have access to a credit card.
2. Go to  
<http://www.usaswimming.org/USASModules/BackgroundCheck/BackgroundCheckPage.aspx?screeentype=coach>
3. Click on “Yes, Initiate a Background Check” and follow the prompts.
4. You will start the process on the USA Swimming website.
5. Read the “Notice Regarding Monthly Searches”.
6. Choose the Background Check for Coaches and Officials (Level 2).
7. You will now be directed to the ACXION website.
8. Provide appropriate information and pay with a credit card.
9. Print the “Confirmation Report” and the “Thank You” page as confirmation that you initiated the check.
10. If you encounter any problem with completing the check while online, please call ACXION Customer Service at 800-853-3228 and choose option 2.
11. This background screening is valid for two years.

### Background Check Timeline

- All non-athlete members who have not previously completed the USA Swimming background check must complete the new screening by February 15, 2011.
- All non-athlete members who completed the USA Swimming background check before September 1, 2010, are required to complete the new check by April 30, 2011.
- Any non-athlete member who completed the USA Swimming background check after September 1, 2010 must complete the new background check by December 31, 2011.

### Background Screening Cost

Level 2 Background Screening for Coaches and Officials: \$39.00

Renewal Check required every 24 months after initial screening: \$19.00

*To provide a safe and healthy environment, encompassing all backgrounds and abilities that create a tradition of excellence in the sport of swimming*