

BACKGROUND CHECK PROCESS

Coast Guard Academy's policy on background screening now requires all adults (everyone 21 and above living in the home) who volunteer to mentor, teach, coach or sponsor cadets, whether on or off Coast Guard Academy grounds, to be screened every 5 years. They are required to provide personal information (name, birth date and social security number) for the purpose of conducting a criminal background check.

The Security Officer at the Coast Guard Academy, CWO3 Chris Gibson, is overseeing this process. His email is: Christopher.M.Gibson@uscg.mil.

Sponsor Family designations fall into several different categories. Below are the guidelines to help you determine how best to meet the background screening requirement:

1. If you are Coast Guard active duty you do not need to apply for an additional Background Check. You will be vetted through the Coast Guard system by CWO3 Gibson.
2. If you are a Civilian working for the Coast Guard you do not need to apply for an additional Background Check. You will be vetted through the Coast Guard system by CWO3 Gibson.
3. If you are non-Coast Guard Active Duty, you are required to provide proof of your current security clearance or National Agency Check that is to be emailed by your Command Security Officer (CSO)/ Security Office to CWO3 Gibson at Christopher.M.Gibson@uscg.mil.
4. If you are non-Coast Guard civilian who has a current security clearance or National Agency check, you are required to provide proof of your current security clearance or National Agency Check that is to be emailed by your Command Security Officer (CSO)/ Security Office to CWO3 Gibson at Christopher.M.Gibson@uscg.mil.
5. All civilians in the families who are 18 years or older and do not have a security clearance or a National Agency Check are required to be vetted through Iproveit, the third party vendor hired by the Coast Guard Academy for the vetting process.

Below are the instructions for accessing the website and completing the Background Check process:

APPLICANT INSTRUCTIONS for Iproveit Website Go to the following secure website:

https://fbs.screenmenow.com/Default.aspx?c=SLFE_00366

1. Select APPLY on USCG SPONSOR FAMILY PROGRAM for full background screen.
2. Populate each space provided unless it does not apply.
3. If Alias Names or Maiden Names, then please click on "add" and fill in space provided. If "No" then proceed to Address boxes.
4. Select the "I Agree Statement" at the bottom, then select "Submit."
5. The verification service/request is complete.
6. Review completed results.
7. Notify Administrator/Customer of service completion via email. The customer may login to retrieve results which generally take a day but can take up to a week to finalize.

Again, if you have any questions, please don't hesitate to contact our office. Thank you for your interest in sponsoring our Coast Guard Cadets!