



DELTA SIGMA THETA SORORITY, INCORPORATED
A Service Organization Since 1913
2021-2022
MEMBERSHIP INTAKE BACKGROUND SCREENING
PROCEDURES

ALL applicants are required to successfully pass the background screening prior to being extended an invitation for an interview. The Delta Sigma Theta Sorority, Inc. Membership Intake Background Screening shall be conducted by a company selected and approved by National Headquarters. Applicants are restricted to applying to one (1) chapter within ninety (90) calendar days of the previous chapter's application deadline date.

Applicants who clear the screening process and are approved must notify the intended chapter of initiation immediately if they are the subject of any pending charges and/or convicted of an offense at any time after submitting their application or being cleared as a candidate for membership. Applicants with pending charges relating to abuse, neglect, a drug-related offense, any crime with the involvement of youth, termination from a paid or volunteer position related to misconduct with a youth, any crime involving violence or recent history of substance abuse will be disqualified.

Applicants may possess current security clearances and/or have completed and cleared the background screening process for their employer or other organizations (even for an official sorority youth program) where they might serve as a volunteer. However, Delta Sigma Theta Sorority, Incorporated cannot verify the validity of background screening clearances completed for/by other organizations and require an updated screening for this process if previously screen by the sorority. The Sorority has its own background screening clearance criteria that is required. Therefore, applicants who wish to proceed with Membership Intake must successfully complete the online background screening application and be deemed eligible through the Sorority's current background screening vendor.

DIRECTIONS TO THE APPLICANT:

All applicants will be responsible for completing and paying for the online background screening application. **Candidate-applicant self-pay** is the **only** payment option available to applicants. **Applicants will not be reimbursed.** Applicants are restricted to applying to one (1) chapter within ninety (90) calendar days of the previous chapter's application deadline date. Applicants are responsible for completing and submitting all applicable state forms related to the background screening application process.

1. Proceed to the Sorority's national website: www.deltasigmatheta.org
2. Click on the **ABOUT DELTA** tab located at the top of the Sorority's homepage and hover over **LEADERSHIP**, next click on **REGIONAL LEADERSHIP**. Scroll to the bottom of page below map and region information and locate **BACKGROUND SCREENING** section.
3. Applicants will select **Membership Intake**
4. Select the **Regional Link** of the region your intended chapter of initiation is located
The name and region of intended chapter of initiation is provided **on *Delta Deadline Information Sheet (Appendix 11L)***
5. Applicants should then read the Sorority's background screening message
6. After reviewing the instructions, and select **SUBMIT**
7. **APPLICANTS IN THE** states of Alaska, North Dakota, Virginia, and Washington: Each applicant **MUST** print the Motor Vehicle Report (MVR) document, complete it, and email the completed document to the email address provided
8. Carefully review the online background screening application and answer the required questions.
REMINDER: Do NOT include special characters when completing the background screening process

- as this will cause the online background screening system to reject the application.
9. Select the box to receive a copy of the completed background screening report
 10. Once you have reviewed the application for completeness, select **CONTINUE**
 11. Once the online background screening application is complete, complete the payment process. The base fee is \$19.50 plus applicable state fee for the Motor Vehicle Administration search and/or criminal fees search. There is also an additional fee for each additional name the applicant submits. The online background screening application can be paid by debit or credit card
 12. Select **SUBMIT**. The background screening application will be processed and you will receive a copy of the report to the email address provided

NOTES:

1. Ensure you select the correct name of the chapter in which you intend to submit a membership application. This ensures that correct chapter receives the report for the correct background screening results
2. The Chapter President is the first contact for any background screening process questions. Please refer to ***Delta Deadline Information Sheet (Appendix 11L)*** for the contact information

APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER (SSN) OR SOCIAL INSURANCE NUMBER (SIN):

1. The applicant **MUST** contact the Chapter President to receive the chosen vendor information/process for background screening.