

## Background Check Instructions

1. Visit: <https://auburnparksandrec.quickapp.pro/>
2. You will see a Welcome page that asks for you to enter your Full Name, E-mail address, Phone Number, Date of Birth and Social Security Number.
3. Once you complete these boxes, click the green Next box in the bottom right corner.
4. Then you will be taken to the Address History Screen. Enter your Street, City, State and Zip.
5. Once you complete these boxes, click the green Next box in the bottom right corner.
6. Then you will be taken to the State and City Notices Screen. Answer the 2 questions on the screen. Alabama should be your answer for Question #1.
7. Once you complete these boxes, click the green Next button in the bottom right corner.
8. Then you will be taken to the Signature Screen (1 of 4). Type your full name at the bottom of each Signature page and continue to click the green Next button in the bottom right corner.
9. On the Final Signature Screen (4 of 4) above where you type your full name, you can click a box to receive a free copy of your report if you choose.
10. Click the green Next button in the bottom right corner.
11. This will take you to the Thank You Screen. Please click the blue Download Application button and save it for your records.
12. Once you have downloaded a copy of your application, click on the orange Logout button.
13. Email Gabby Filgo at [gfilgo@auburnalabama.org](mailto:gfilgo@auburnalabama.org) and inform her that you have completed your background check application. Sometimes the application may take several business days to process.