Manual Background Screening Options

Provided by TC logiQ, Inc.

1. Manual Background screening applicants will utilize a special email address to initiate contact with TC logiQ to perform a manual background screening. That email address is manualscreen@tclogiq.com. In this email, the applicant will provide basic contact information to TC logiQ that consists of:

- ***a.*** Full Legal Name
- ***b.*** Mailing Address
- ***c.*** Telephone numbers and best times to contact them
- ***d.*** Association and Club name
- ***e.*** The specific reason why he/she is requesting a manual screening.

2. The applicant will mail certified funds (i.e. cashier check or money order) to TC logiQ, Inc., Customer Service Department, 629 N. Weber Suite 7C, Colorado Springs, Co, 80903 before a manual screening will be processed. There are two types of manual screening options:

- ***a.*** For those applicants who don't want to provide their credit card information online and would prefer mailing in the payment; or
- ***b.*** For those applicants who don't want to provide credit card or personal information online.

For "a" applicants the cost for the manual payment screening is $35.00 and for "b" applicants the cost for the all manual screening is $45.00.

3. Upon receiving the certified funds from the applicant, a representative from the TC logiQ Customer Service Department will contact the applicant to either provide a temporary link so that applicant can complete the screening application process (this is the "a" manual screening applicant) or take the necessary information from the applicant over the telephone to complete the screening application process (this is "b" manual screening applicant).

4. After the screening application is completed, the applicant will be provided with a username and password to check the status of their screening and to be able to print confirmation that the screening has been initiated.

5. As with all screenings, the applicant will be notified via email regarding approval or, in the instance that the applicant does not meet membership criteria, what their next step is for pursuing USA Track & Field membership.