



Participant Vetting
Guidebook

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First Step: Review Results

Review the information in the vetting results for accuracy and completeness.

For Commercial background screening results:

Individual receives report in the mail from the third party screening company.

For Government database check results: Individual may request criminal history report through the FBI at FBI Report Request.

(<https://www.fbi.gov/services/cjis/identity-history-summary-checks>)



RAPIDGate Program Vetting Overview

Vetting Components

- Government database check and commercial background screening
- Electronic database screening: Registered Sex Offenders, Watch Lists (OFAC, I.C.E., INTERPOL), etc.
- County and federal criminal screenings (PACER)
- Social Security Number validation

Ongoing Screening

- Periodic re-screening every 3 months

TIMEFRAME	VETTING*
Day 1 New	Government Database Check &/or Commercial Screening
Day 92	Recurring Commercial Screening
Day 184	Recurring Commercial Screening
Day 276	Recurring Commercial Screening
Day 365 Renewal	Government Database Check &/or Commercial Screening

*Program vetting requirements may vary between branches of the military; additional vetting may be required by the military facility.

Disqualification Criteria

Commercial Background Screening

Findings or convictions reported as far back as records are available:

- Wanted persons — Open criminal warrants (felony and misdemeanor)
- Searched watch lists (OFAC, I.C.E., Interpol, etc.)
- Registered Sex Offenders
- Social Security Number not validated

Convictions within the last 10 years:

- Felony convictions

Government Database Check

Findings for:

- Felony convictions, and lack of government crime classification (e.g., felony vs. misdemeanor) or disposition (e.g., conviction vs. dismissal) for: rape, child molestation, human trafficking, espionage, sabotage, treason and terrorism.
- Wanted persons (open criminal warrants)
- Individuals found to be listed on searched watch lists
Known or Appropriately Suspected Terrorists (KST) file,
Immigration Violator File, Foreign Fugitive File, Violent Person File, etc.
- Registered Sex Offenders
- Persons released from prison or on probation within 5 years after a felony conviction

Convictions within the last 10 years:

- All other felony convictions, and lack of government crime classification (e.g., felony vs. misdemeanor) or disposition (e.g., conviction vs. dismissal)



Redress Options

There are 2 options for individuals who have failed the RAPIDGate Vetting for access to a military facility.

Option 1: Adjudication - If any information is inaccurate or incomplete, follow up to correct the information.

Option 2: Waiver - If the information is accurate and complete, apply to the facility for a waiver.

Note: Waivers are only available to RAPIDGate Standard program participants. Waivers are not available to RAPIDGate-90 Option participants.



Step-By-Step Adjudication Instructions

Adjudication is the process by which an individual may dispute the accuracy or completeness of the information in their commercial background screening report or Government database check.

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Individual has 30 days from notification date to dispute inaccurate findings

- **Commercial Background Screening:** Individual contacts commercial screening company to request reinvestigation

Individual has 60 days from notification date to dispute inaccurate findings

- **Government Database Check:** Individual follows the instructions in the notification package on how to work with the FBI for resolution

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Adjudication results:

If successful: Credential will be shipped to the facility for issuance or reactivated

If unsuccessful: Credential will not be shipped to the facility for issuance or re-activated

The individual may elect to go through the waiver process if eligible (See pg. 8-11)

Waiver Process

Eligible for Waiver Consideration by the Military Facility

- Felony conviction other than ineligible disqualifies (listed below)
- Persons released from prison or on probation within 5 years after a felony conviction
- Persons identified in the Violent Person File
- Lack of disposition for disqualifying events not listed under the ineligible criteria within the past 10 years

Ineligible for Waiver Consideration by the Military Facility (Ineligible Disqualifiers)

Records go back as far as data is available

- Wanted Persons - open criminal warrant (felony and misdemeanor)
- Identified in the Foreign Fugitive File
- Identified in the Immigration Violator File
(Unless it is positively confirmed that an individual has the legal right to be in the United States)
- Registered in the National or State Sex Offender Registry
- Known or Appropriately Suspected Terrorist (KST) File
- Felony convictions:
 - Rape
 - Child Molestation
 - Human Trafficking
 - Espionage
 - Sabotage
 - Treason
 - Terrorism

Facility access and waiver approval or denial is always at the discretion of the military facilities.

Step-By-Step Waiver Instructions

Individuals may request a waiver from the military facilities to participate in the RAPIDGate Program.

Obtain the waiver package from the company's RAPIDGate Company Administrator (RCA). Submit the completed package within 60 days of initial notification of ineligibility in the RAPIDGate Program and include:

- 1
- Signed Waiver Release Authorization Form
 - Letter of Good Standing

Note: A waiver package is required to be filled out and submitted to each facility for which an individual seeks a waiver. It is possible for an individual to be approved for RAPIDGate Participation by one facility and denied by another. Each facility exercises its own discretion on whether to approve or deny a waiver request.

The RAPIDGate Program will determine if package is complete when:

- 2
- Disqualifying event is eligible for a waiver
 - Waiver Release Authorization Form has been signed and submitted
 - Letter of Good Standing has been filled out

The RAPIDGate Program will submit package to facility.

Note: Confirmation receipt will be sent to the individual

Each facility is requested to respond with a determination to the RAPIDGate Program within 90 days

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- **Approved:** RAPIDGate Access to the facility will be re-activated or credential will be shipped to the facility for issuance
 - **Denied:** Access to the facility will be deactivated or credential will not be shipped to the facility for issuance

Note: Facilities may reach out directly to the individual for additional information.

Note: Waiver requests must be resubmitted annually and additional vetting is required

If the facility does not provide a decision to the RAPIDGate Program within 90 days, the individual will be notified that the waiver request was denied due to no response.

Required Documents for Waiver Requests to Military Facilities

Individual fills out and signs a Waiver Release Authorization Form obtained from RCA

The section entitled “Name of Military Facility for Waiver Request” must match the facility name listed on the Failed Background Screen Notification.

RCA provides Letter of Good Standing

Letter should be written on company letterhead and signed by the manager or RCA. Letter to include:

1. Verification that the individual is currently in good standing with the company
2. Dates of employment, and any other relevant information.
3. RCA name, phone number and email address.

Optional: Copies of any certificates of completion for courses related to disqualifying offenses, such as drug or alcohol rehabilitation or anger management courses.

Send the Waiver Release Form, the Letter of Good Standing and optional documents to:

Email: screening@rapidgate.com

Fax: 971-223-6496

RAPIDGate®

Waiver Release Authorization Form

Please sign and date the form below to initiate the waiver process for the RAPIDGate Program. Incorrect or incomplete forms will not be accepted or retained on file.

Send this form, together with the Letter of Good Standing, to RAPIDGate:

Via Fax: (971)223-6496

Via Email: Screening@rapidgate.com

Participant Name: _____

Participant Address: _____

Participant Phone Number: _____

Company Name: _____

Background Screen Case/Work Order Number: _____

Name of Military Facility: _____

(Please note: an individual waiver form must be submitted for each facility.)

To Whom It May Concern:

By signing this background investigation release form, I, _____ hereby authorize the RAPIDGate Program Background Screening Provider to provide a copy of my background screening report to the facility for review. I understand that the facility will use this report to determine my eligibility to obtain a waiver to participate in the RAPIDGate Program at that facility.

Regards,

Signed _____ Date _____

To be completed by the RAPIDGate Company Administrator

By checking this box, I authorize the RAPIDGate Program to:

- Submit this Waiver request to the listed facility immediately upon receipt.
- Update this Participant's primary facility to the first facility that approves his/her waiver request.
- Ship any new RAPIDGate credential to the new primary facility location for this Participant, should it be changed.

If you have any questions regarding the waiver process or how to complete this form, please call RAPIDGate Customer Support at (877) 727-4342.

For more information contact:
info@rapidgate.com

For answers to frequently asked questions visit:
rapidgate.com/faqs