

*RAPID*Gate®

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/or Commercial Background Screening
- Electronic Database Screening: Registered Sex Offenders, Watch Lists (e.g., OFAC, I.C.E., INTERPOL)
- County and Federal Criminal Screenings (PACER)
- Social Security Number Validation

## Ongoing Screening

- Periodic re-screening every 3 months

| TIMEFRAME          | VETTING  |
|--------------------|--|
| Day 1<br>New       | Government Database Check &/or<br>Commercial Screening |
| Day 92             | Recurring Commercial Screening                         |
| Day 184            | Recurring Commercial Screening                         |
| Day 276            | Recurring Commercial Screening                         |
| Day 365<br>Renewal | Government Database Check &/or<br>Commercial Screening |

\*Program vetting requirements may vary between facilities; additional vetting may be required.

# Vetting Fail 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 (e.g., OFAC, I.C.E., Interpol)
- Registered Sex Offenders
- Social Security Number Not Validated

Convictions within the last 10 years:

- Felony convictions

## Government Database Check

Findings for:

- Open Criminal Warrants (Felony and Misdemeanor), regardless of offense
- Identity cannot be verified or there is reasonable basis to believe the person submitted fraudulent information concerning their identity
- Listed on the National Sex Offender Registry (NSOR)
- Listed on the Violent Person's, Foreign Fugitive's, Immigration Violator's, or Known or Appropriately Suspected Terrorist (KST) files
- Listed on the DHS Terrorist Screening Database (TSDB), as applicable
- Any two misdemeanor convictions from date of registration/renewal in past 3 years
- Any felony conviction from date of registration/renewal in past 10 years



# Vetting Fail Criteria (Continued)

## Government Database Check

Findings for:

- Lack of Government Crime Classification (e.g., felony v. misdemeanor) or Disposition (e.g., conviction v. dismissal)
- Any of the following felony convictions, to include attempt or conspiracy to commit, as far back as records are available:
  - Criminal sexual act or contact, with adult or minor
  - Armed robbery
  - Possession of child pornography
  - Trafficking in persons
  - Espionage
  - Sedition
  - Sabotage
  - Treason
  - Terrorism
  - Murder
  - Military desertion
  - Arson
  - Drug possession with intent to sell or distribute

## Redress Options

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

# 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.

**Commercial Background Screening:** Individual has 30 days from notification date to dispute inaccurate findings by contacting the commercial screening company to request reinvestigation.

- 1 Government Database Check:** Individual has 60 days from notification date to dispute inaccurate findings by working with the FBI for resolution. Instructions are provided in the notification package.

If the Government database check is blank send the following to Fortior Solutions:

- Copy of Criminal History Report
- Adjudications Form
- Copy of Photo ID

This package must be sent to RAPIDGate Support via one of the following methods:

- **Mail:**  
Attn: RAPIDGate Adjudication  
5800 NE Pinefarm Court  
Hillsboro, OR 97124
- **Fax:** (971) 223-6496

Adjudication results:

- 2 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)

# Step-By-Step Waiver Instructions

Individuals may request a waiver from the facility(ies) to participate in the RAPIDGate Program

**Note:** The waiver option may not be offered at all facilities

1

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

- 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.

2

The RAPIDGate Program will determine if package is complete when:

- 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

3

Waiver Results:

Each facility is requested to respond with a determination to the RAPIDGate Program within 90 days. The facility may reach out to the individual for additional information.

- **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:** 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

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

The section titled "Name of Facility" 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](mailto:screening@rapidgate.com)

Fax: 971-223-6496



## 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, the Letter of Good Standing and any supporting documentation to RAPIDGate:

**Fax:** (971) 223-6496 or **Email:** Screening@rapidgate.com

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Participant Name:

Participant Address:

Participant Phone Number:

Company Name:

Background Screen Case/Work Order Number:

Name of Facility:

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

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To Whom It May Concern:

By signing this background investigation release form, I, \_\_\_\_\_  
hereby authorize the RAPIDGate Program to provide a copy of my background check report(s) to the  
facility for review. I understand that the facility will use the report(s) to determine my eligibility to  
obtain a waiver to participate in the RAPIDGate Program at that facility.

Regard

Signed \_\_\_\_\_ Date \_\_\_\_\_

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

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## Sample Letter of Good Standing\*

Your  
Company's  
Letterhead

### Company Letterhead

(Insert Date)

To Whom It May Concern,

My name is Jane Doe and I am the RAPIDGate Company Administrator for ABC Enterprises. I am writing to respectfully ask for your consideration of the RAPIDGate waiver request submitted by our employee, John Doe.

Employment  
Dates

Mr. Doe has been employed with us since 08/15/2017. Over the last 5 years, he has proven to be a hard-working and valuable employee, starting out in the field and working his way up to his current position as a supervisor.

Mr. Doe has not had any attendance issues or any kind of disciplinary action taken against him since he started with us 5 years ago. He made a mistake when he was young, but has since completed his community service, and has learned from his experiences.

Verify Good  
Standing

We consider Mr. Doe to be an excellent fit with our company. His continued presence at his job sites is vital to our operations, and we sincerely hope that he is approved for RAPIDGate access in order to continue his job.

If you have any questions about Mr. Doe's employment or require any additional information, please do not hesitate to contact me at (555)555-5555 or [janedoe@example.com](mailto:janedoe@example.com).

Thank you for your consideration in this matter.

Sincerely,

Jane Doe

RCA Contact  
Information

Jane Doe  
Manager/RAPIDGate Company Administrator  
(555) 555-5555  
[janedoe@example.com](mailto:janedoe@example.com)

**\*Please note:** This is a sample provided for your reference only. Use of this sample format or the type of information contained in this sample will not guarantee that an employee will be granted a waiver to access a facility through the RAPIDGate Program.

For more information contact:

[info@rapidgate.com](mailto:info@rapidgate.com)

For answers to frequently asked questions visit:

[rapidgate.com/faqs](https://rapidgate.com/faqs)