



Non-Profit Background Screening Services

Available to policyholders of Mennonite Mutual Insurance Company!

Who is LexisNexis®?

LexisNexis provides businesses, government agencies and non-profit organizations (including religious organizations) with technology, software, information and marketing services, to help manage economic and physical risks and to identify business opportunities.

Through a partnership with Mennonite Mutual Insurance Company, LexisNexis offers low-cost volunteer **background screening** to religious and other non-profit organizations. Since 2002, LexisNexis has screened more than 3.7 million potential employees or volunteers, identifying over 189,000 individuals with criminal convictions - including more than 2,700 registered sex offenders.

To learn more about LexisNexis and how they serve non-profits, please visit <https://volunteer.lexisnexis.com/pub/index.html>.

What are the benefits of the LexisNexis & Mennonite Mutual Insurance Company Partnership?

LexisNexis has partnered with Mennonite Mutual Insurance Company to offer our policyholders access to our premier non-profit background screening services at deep discounts.

By signing up for background screening services with LexisNexis, not only are you taking effective steps to protect your organization, but you are also gaining access to those services at rates up to 80% less than what other for profit organizations pay.

This pamphlet is not an insurance policy. The information contained in this pamphlet is a brief description of the Non-Profit Screening Services provided by LexisNexis on behalf of Mennonite Mutual Insurance Company. This is not an insurance policy, nor does it become part of an insurance policy. For a complete statement of coverage and exclusions, please refer to your policy contract or contact your local Mennonite Mutual Insurance Company agent.



How do I sign up?

Accessing the Web site

Please visit <https://volunteer.lexisnexis.com/pub/index.html>.

Registration

1. To register on the site, click “Sign Up Now” on left navigation of the Home page.
2. Complete the Subscriber Application and Service Agreement page.

HELPFUL TIPS

There are a few things you will need to enter on your application to ensure LexisNexis processes it correctly and recognizes you as a policyholder of Mennonite Mutual Insurance Company.

Promotional Codes

You may have been assigned one or more Promotional Codes. These promotional codes are very important. They are used to recognize that you belong to a certain organization and in some cases control pricing.

Mennonite Mutual Insurance Company has three Promotional Codes you will need to enter on your application:

- **MMI** – This is required to receive your pricing and waived set-up fee.
- **CAMA**-This provides access to California and Massachusetts sex offender registries.
- **SN162** - Provides sales rep with ability to track accounts and reporting.

Promotional Code

If you received one or more promotional codes for registering with VolunteerSelectPlus, please enter them in the boxes provided (one per box).

Promotional Codes:

Describing Your Business

When you describe your business, please mention Mennonite Mutual Insurance Company and tell us that you are a religious organization and will be screening Volunteers or Employees.

Please describe the nature of your business. (Maximum of 250 characters)



How do I sign up? (continued)

3. When you have completed the application click “Process My Application”.
4. You will be directed now to one additional form – the **Volunteer Screening Signup Form**. This form contains two sections you must complete.

A. Reference Release

In this section you will provide the names of a business that serves as a vendor to your organization. LexisNexis may contact one or more of these vendors to obtain a reference on your organization. *It is not typical that LexisNexis will call this reference but gathers it now rather than try to call you back in the future if it is needed.*

B. Subscriber FCRA Permissible Purpose Certification

This Certification form is used for you to certify how you intend to use the data (employment or volunteer screening).

5. Fax this completed form to the LexisNexis Account Verification team at the number printed on the form. LexisNexis will review these forms and also confirm that your organization is on a roster provided by your parent organization.
6. Setup for customers may take 5 to 7 business days, but can be quicker if your paperwork is faxed in promptly.
7. After your account is credentialed, your username and password will be emailed to you and you can start ordering your background checks!

How do I get help?

If you need help signing up, understanding what to order, or have any questions, please call 1-866-399-6647.

- Option #1 will reach our sales team and can guide you through the sign-up process.
- Option #2 will reach our customer service team and can offer assistance with all aspects of the service.

You can also get in touch with:

Scott Childers-Non Profit National Sales Director
651-437-3372
scott.childers@lexisnexis.com



What services are available and how much does it cost?

Detailed search descriptions are available at:
<https://volunteer.lexisnexis.com/pub/index.html>.

Setup Fees

Onetime Setup Fee	WAIVED
<i>All set-up fees are waived for policyholders of Mennonite Mutual Insurance Company. There are no monthly or annual renewal fees.</i>	

Mennonite Mutual Insurance Company requires the “*National Criminal File Check Plus*” (\$2.70) and the “*Single County Courthouse Search*” (\$5.30) totaling \$8.00** to qualify for \$1,000,000 limits. *All other services are optional.* Please note the “Miscellaneous Records” that are included in “*Plus*” package.

Nationwide Searches*

National Criminal File Check	\$ 1.70
<i>National Criminal File Check Plus</i> (required for \$1M limits)	\$ 2.70

Courthouse Searches**

<i>Single County Courthouse Search</i> (required for \$1 M limits)	\$ 5.30
Federal Courthouse Search	\$ 5.30
Statewide Criminal Bureau Search (where available)	\$ 5.30

Credential Verification

Education Verification	\$ 5.25
Professional License Verification	\$ 5.30

Miscellaneous Records **

Motor Vehicle Record	\$.75
Sex Offender Registry Search (<i>incl. with “Plus” package</i>)	\$ 1.50
Social Security Number Search (<i>incl. with “Plus” package</i>)	\$.60
Credit Report	\$ 1.40

Interview Services

Employment Verification	\$ 6.25
Reference	\$ 5.25

Notes:

* *Nationwide Searches registries when screening volunteers include searches of the Sex Offender in 49 states with approval from LexisNexis.*

** *The above prices do not include additional out of pocket expenses for reference fees, 900 # charges, court fees, transcript fees, state registry fees, central repository fees, etc. Pricing is subject to change.*