



National Conference Services, Inc.

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Request for Background Check

In accordance with Army in Europe and Africa Regulation 190-16, all exhibitors requesting to be a part of the 2025 Patch Barracks and/or Kelley Barracks Tech Expo must obtain and submit a background check. If you attended the Summer 2024 or Winter 2025 event, you may not need to submit further documentation. **Please reach out to Abbey McNeill at mcneill@ncsi.com to confirm your status or if you have any questions.**

Exhibitor Representatives

To get a background check, contact your local law enforcement agency such as the police department, sheriff's department, and/or state police. Tell the agency's staff that you want a background check. Keep in mind that the process can vary by state, so it's important to check the specific requirements for your jurisdiction. For example, in Maryland, this will be an Individual Review background check. This process may include fingerprinting and/or a fee.

The agency will most likely need the following information:

Requester Name (First, Middle, & Last): _____

Date of Birth (MM/DD/YYYY): _____

Passport Number: _____ **Passport Expiration Date:** _____

Social Security Number: _____ **Sex:** _____ **Race:** _____

Email: _____

Address: _____

Once you have received your background check, please share it with us at mcneill@ncsi.com.

NOTE: Only the exhibitor requiring the background check can request it. NCSI cannot request the background check on behalf of the exhibitors. The completed background check can only be shared by the requester/exhibitor. This form is not required at the law enforcement agency as they have their own formal request process.