

Attachment C – Instructions for Ordering Background Checks (07-20-16)

Background checks can be ordered via Accurate Background's online system. Prior to ordering background checks, an account must first be setup with Accurate. To set up an account, contact Justine Quintos or Colleen West using the contact information below, and tell them you need an account for National Grid contractor background checks. When your account setup is complete, Accurate will send you an instruction manual for using their online system.

Note: There is a 7 – 10 day lead time required for Accurate to set up an account.

Primary contact

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Secondary contact

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