

INSTRUCTIONS

BACKGROUND CHECK FOR CANDIDATES

ONLINE AUTHORIZATION

TO

OXFORD DOCUMENT MANAGEMENT COMPANY

1. Visit the website at www.oxforddoc.com
2. Click on “Applicants, click here to complete online authorization form.”
3. Enter ID # **587**
4. Enter Position Code # **1**
5. Enter your District Name in the “Other Names You Have Used” field. (This tells the company to which District Superintendent to send a copy of the report.)
6. Complete the form and send it. (The Conference Registrar will receive an email to note that you have completed your authorization for the Background Check.)
7. The resulting Background Check will be mailed to the Conference Registrar and to your District Superintendent.