

Steps to obtaining County-Level background checks in North Carolina

Do it Yourself (Free/Non-certified)

Step 1



Make sure an application is completed for each volunteer or employee

Step 2



**Get signed approval to perform the background check. Permission is required from each volunteer or employee before you can start.

Step 3



Go to your local Clerk of Superior Court office

***Individuals can sign a separate release form or release that can be included in the application.*

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Look for the public access computers in the office.

Step 5



Enter the personal information of each person. Make sure you have First, middle and last name, and all addresses for the past seven years.

Step 6



Once you're clear that you have the correct record, download it as a PDF and email it to yourself.