



# CertifiedBackground.com

## Instructions - Students

### Background Check

The above organization has chosen CertifiedBackground.com as an approved source for background checks.

### About CertifiedBackground.com

CertifiedBackground.com is a background check service that allows individuals to order and purchase their own background checks online. CertifiedBackground.com is a secure, tamper-proof website that does not sell or divulge any of your personal information to a third party. The results of these background checks are posted to the CertifiedBackground.com website where the student, as well as school, can view the background check results.

### Instructions

1. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on "Students".
2. In the Package Code box, enter the appropriate package code. \*If you have any questions, please contact Customer Service at 888-666-7788 ext. 1.
  
3. Select a method of payment: Visa, MasterCard or Money Order

#### **Additional Information**

\*If your order requires one or more release forms, you will be prompted to electronically sign your documents at the end of the ordering process.

\*If you are required to submit immunization, medical or certification records with your order, you will be prompted to do so at the end of the ordering process. You will be redirected to a page where you will view additional instructions for uploading your records.

### Retrieving Results

After your order has been submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results visit [www.CertifiedBackground.com](http://www.CertifiedBackground.com), enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are usually available within 3-5 days, though some searches take longer so please allow adequate time when ordering. For A Summary of Your Rights Under the Fair Credit Reporting Act visit [www.ftc.gov](http://www.ftc.gov).

### Notes