

Barb Van Epps – 440-525-7176

**BACKGROUND CHECK & DRUG SCREEN**

**Before Starting:**

- A valid email is REQUIRED-(Example: [jsmith2@mail.lakelandcc.edu](mailto:jsmith2@mail.lakelandcc.edu))
- You must be near a printer to print necessary forms for fingerprint & drug test.
  - You will only have **3 days to complete your drug test. If you miss the time period, you will be required to pay for another drug test.**
- **Have credit card ready to pay, you will be prompted to pay on the website (Visa, MC, Amer Express). The cost for the background check is \$66.00 and the drug screen is \$45.00.**

**Getting Started:**

1. Log onto our website at [www.VerifyStudents.com](http://www.VerifyStudents.com)
2. Use this special promotional code: *lakelandbgdt*
3. Complete profile forms as they appear
4. **Schedule your drug test and print Authorization Form & Fingerprint Control Form** (sample forms shown below)

**After completing online process:**

1. Drug testing: go to collection site listed on Authorization Form (sample show below – on the left)
  - Bring government photo ID, e.g. – driver’s license
  - Call the lab ahead of time on the day you plan to go to make sure what their hours are
2. Fingerprinting
  - Bring Fingerprint Control Form & government photo ID to your school’s designated fingerprint location (Human Resources Dept., Room C-2103, hours and days available – M-F 8:00 a.m. – 4:00 p.m.). If you are unable to come on any of those dates/time, you can go to Corporate Screening’s office, 16530 Commerce Ct, Middleburg Hts. M-F 8:30 – 5:00 no apt. needed, or 5:00 – 7:30 by apt. only to have it completed. Remember to take your Fingerprint Control Form and government photo ID.

PLEASE NOTE THE DRUG SCREEN MUST BE COMPLETED BY **3/1/2014 6:00:00 PM PST**

Authorization Form  
REGISTRATION NUMBER: 112489092

Order Expiration Date/Time: 3/1/2014 6:00:00 PM PST  
Authorization Barcode #: 112489092

<b>Employer/Contractor Information:</b> CORPORATESCREENING SVCS HOUSE 16530 COMMERCERECOURT CLEVELAND, OH 44130 Phone: 800 229-8606 Fax: 000 000-0000	<b>Medical Review Officer/Managed Service Provider:</b> DR. CHARLES MOOREFIELD MEDICAL REVIEW OFFICE 1122 S WICKHAM RD SUITE D WAMELBOURNE, OH 43084 Phone: 221 421-2333
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<b>Test Information</b>	<b>Test Details</b>
Name: Test test ID: *****1111 Home Phone: 4408237938 Work Phone: 4408106800	Reason For Test: Pre-Employment Account: 069038

<b>Service(s) to be Performed</b>		
Service 19-Panel Urine	Laboratory LabCorp	Laboratory Test 948188001

**Collection Site Information**  
LASCORP  
1163 HANTHORNE BLVD, SUITE 215  
HANTHORNE, CA 90260  
Phone #: (310) 679-1039

Please bring your government issued photo-ID for identification at the collection facility.  
You must bring this authorization form to the collection facility.

Fingerprint Control Form

Attention fingerprint technician: Conduct Level Below  
Requested Background Check:  BCI

Students: please complete this section prior to arrival

Name: BILL TEST Address: 16530 COMMERCERECOURT City, State, Zip: CLEVELAND, Ohio, 44130	SS Number: XXX-XX-0000 Email: SEPAWIER@CORPORATESCREENING.COM Daytime Phone: 440-818-0500
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What company are you doing this for: CCC Students  
Industry that best describes your organization (reason for fingerprinting): clinical site placement

<b>BCI and/or FBI RESULTS SYSTEM:</b> Account Name: Corporate Screening Services Inc. (Results are posted to the NBCI website and email notification is sent to the authorized recipient)	<b>contact info:</b> Company Name: Corporate Screening Services Inc. Contact: Customer Service Email: customerservice@corporatescreening.com
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**RELEASE OF BACKGROUND CHECK RESULTS**  
I hereby certify that I have given National Background Check, Inc. permission to obtain all criminal history information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI), the Federal Bureau of Investigation (FBI) (if requested), and release that information to Corporate Screening Services, Inc. and the company/agency/individual indicated above.

By placing my fingerprint images on the WEB-CHECK Scanner I am authorizing BCI to release criminal history information about me to National Background Check, Inc., Corporate Screening Services, Inc. and the company/agency/individual indicated above. I hereby release BCI and any and all individuals connected therewith from all liability in connection with the dissemination of such criminal history information.

I understand National Background Check, Inc. cannot guarantee that my fingerprint images will be deemed readable by BCI, in which case I may need to be re-fingerprinted. I understand this does not constitute a refund due to charges incurred by BCI immediately after the data is transferred. National Background Check, Inc. and Corporate Screening Services, Inc. will assist me with the process to complete the background check if I am rejected a second time.

I understand that using the WEB-CHECK System returns a "no hit" (those containing no criminal history) result within (10) ten business days or sooner or a "muted" result (those that contain a criminal arrest history) could take up to (30) thirty business days before being forwarded to the requested destination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only  
Printed By: \_\_\_\_\_ Print Taken By: \_\_\_\_\_ Date Processed: \_\_\_\_\_  
Processed By: \_\_\_\_\_ Form Sent to CSD: 888-819-8887

**Viewing the status of your background:**

- Click on “Login/Report Retrieval,” enter your login information, and the site will let you know if your background is pending or complete.
- Once your background is complete, you may save or print your report. You also have the option to e-mail the report to someone else.
- **PLEASE NOTE: If you have any questions, call Corporate Screening Customer Support at 1-800-229-8606, option 4.**

\*Please note that this information is for the sole purpose of background screening for this school only. Unauthorized use of our service is prohibited\*

Barb Van Epps – 440-525-7176

**BACKGROUND CHECK ONLY**

**Before Starting:**

- A valid email is REQUIRED-(Example: [jsmith2@mail.lakelandcc.edu](mailto:jsmith2@mail.lakelandcc.edu))
- You must be near a printer to print necessary forms for fingerprinting.
- **Have credit card ready to pay, you will be prompted to pay on the website (Visa, MC, Amer Express). The cost for the background check is \$66.00.**

**Getting Started:**

5. Log onto our website at [www.VerifyStudents.com](http://www.VerifyStudents.com)
6. Use this special promotional code: [lakelandbg](#)
7. Complete profile & forms as they appear
8. **Print Fingerprint Control Form** (sample form shown below)

**After completing online process:**

3. Fingerprinting
  - Bring Fingerprint Control Form & government photo ID to your school’s designated fingerprint location (Human Resources Dept., Room C-2103, hours and days available – M-F 8:00 a.m. – 4:00 p.m.). If you are unable to come on any of those dates/time, you can go to Corporate Screening’s office, 16530 Commerce Ct, Middleburg Hts. M-F 8:30 – 5:00 no apt. needed, or 5:00 – 7:30 by apt. only to have it completed. Remember to take your Fingerprint Control Form and government photo ID.

Fingerprint Control Form

CORPORATE SCREENING SERVICES, INC. fastfingerprints

**Attention fingerprint technician: Conduct Level Below**

Requested Background Check:  BCI

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**Students: please complete this section prior to arrival**

Name: <b>BILL TEST</b>	SS Number: <b>XXX-XX-9999</b>
Address: <b>16530 COMMERCE COURT</b>	Email: <b>BFRAZIER@CORPORATESCREENING.COM</b>
City/State/Zip: <b>CLEVELAND, Ohio, 44130</b>	Daytime Phone: <b>440-818-0500</b>

What company are you doing this for: **CCC Students**

Industry that best describes your organization (reason for fingerprinting): **clinical site placement**

<b>BCI and/or FBI</b>	<b>contact info:</b>
Results will be POSTED to the below account on the WEB RESULTS SYSTEM	Company Name: Corporate Screening Services Inc.
Account Name: Corporate Screening Services Inc.	Contact: Customer Service
(Results are posted to the NBCI website and email notification is sent to the authorized recipient.)	Email: <a href="mailto:customerservice@corporatescreening.com">customerservice@corporatescreening.com</a>

**RELEASE OF BACKGROUND CHECK RESULTS**

I hereby certify that I have given National Background Check, Inc. permission to obtain all criminal history information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI), the Federal Bureau of Investigation (FBI) (if requested), and release that information to Corporate Screening Services, Inc. and the company/agency individual indicated above.

By placing my fingerprint images on the WEBCHECK Scanner, I am authorizing BCI to release criminal history information about me to National Background Check, Inc., Corporate Screening Services, Inc. and the company/agency individual indicated above. I hereby release BCI and any and all individuals connected therewith from all liability in connection with the dissemination of such criminal history information.

I understand National Background Check, Inc. cannot guarantee that my fingerprint images will be deemed readable by BCI. In which case I may need to be re-fingerprinted. I understand this does not constitute a refund due to charges incurred by BCI. I understand that the data is identified. National Background Check, Inc. and Corporate Screening Services, Inc. will assist me with the process to complete this background check if I am rejected a second time.

I understand that using the WEBCHECK System returns a "no hit" (those containing no criminal history) result within (10) ten business days or sooner for a "hit" result. Those that contain a criminal arrest history could take up to (30) thirty business days before being forwarded to the requested destination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Print Name On: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Processed By: \_\_\_\_\_ Form Used: CS-888-8154687

**Viewing the status of your background:**

- Click on “Login/Report Retrieval,” enter your login information, and the site will let you know if your background is pending or complete.
- Once your background is complete, you may save or print your report. You also have the option to e-mail the report to someone else.

**PLEASE NOTE: If you have any questions, call Corporate Screening’s Customer Support at 1-800-229-8606, option 4.**

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**DRUG SCREEN ONLY**

**Before Starting:**

- A valid email is REQUIRED-(Example: [jsmith2@mail.lakelandcc.edu](mailto:jsmith2@mail.lakelandcc.edu))
- You must be near a printer to print necessary forms for drug test.
  - You will only have **3 business days to complete your drug test.**
- **Have credit card ready to pay, you will be prompted to pay on the website (Visa, MC, Amer Express). The cost for the drug screen is \$45.00.**

**Getting Started:**

9. Log onto our website at [www.VerifyStudents.com](http://www.VerifyStudents.com)
10. Use this special promotional code: *lakelandt*
11. Complete profile forms as they appear
12. **Schedule your drug test and print Authorization Form** (sample form shown below)

**After completing online process:**

Drug testing: go to collection site listed on Authorization Form. **Please call ahead and see what hours they are open.**

- Bring Authorization Form & government photo ID, e.g. – driver’s license

PLEASE NOTE THE DRUG SCREEN MUST BE COMPLETED  
BY **3/1/2014 6:00:00 PM PST**

Authorization Form  
REGISTRATION NUMBER: 112489092

Order Expiration Date/Time: 3/1/2014 6:00:00 PM PST      Authorization Barcode #: 112489092

Employer/Contractor Information:	Medical Review Officer/Managed Service Provider:
CORPORATE SCREENING SVCS HOUSE 1630 COMMERCE COURT CLEVELAND, OH 44130 Phone: 800 229-8606 Fax: 000 000-0000	DR. CHARLES MOOREFIELD MEDICAL REVIEW OFFICE 1122 S WICKHAM RD SUITE D WMELEBOURNE, FL 32904 Phone: 321.321.3213

Test Information

Donor Information	Test Details
Name: Test test ID: ****1111 Home Phone: 440.321.7535 Work Phone: 440.310.8200	Reason For Test: Pre-Employment Account: 060038

Service(s) to be Performed

Service	Laboratory	Laboratory Test
10-Panel Urine	LabCorp	9481880001

Collection Site Information  
LABCORP  
11633 HAWTHORNE BLVD, SUITE 215  
HAWTHORNE, CA 90230  
Phone#: (310) 679-1029

Please bring your government issued photo-ID for identification at the collection facility.  
You must bring this authorization form to the collection facility.

**PLEASE NOTE: If you have any questions, call Customer Support at 1-800-229-8606, option 4.**

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**Additional notes regarding background checks and drug screens:**

- When you register on verify students.com, you must use your Lakeland email address.
- When you pay for your drug screen, you have 3 business days to get it done or you will have to repay to have the screen done. Also, do not over drink water before the test. If the results come back negative dilute, it means you have too much water in your system and you will have to repeat and pay again. Please call the lab you are going to use to see what their hours are on the day you plan to go.
- If you have a legal issue in your background that may show up on the background check, please have the background check done **immediately** as the response time back can be very lengthy.

**Background check process for alerts:**

- \* If you have an alert on your background, you will be notified that you must come in and sign a release form that is sent to the State of Ohio. **Please do this immediately!**
- \* The State will send you, by mail, paperwork showing you what the charge(s) are. Bring that paperwork to Barb Van Epps, Health Technologies office, room H-304. Her hours are Monday-Thursday, 9:00 a.m. – 4:00 p.m. Phone number is 440-525-7176. She will immediately forward the paperwork to Corporate Screening. Corporate Screening will finalize the report and send it to Mrs. Van Epps.
- \* She will contact you to make an appointment with the dean to discuss the alert. This is standard procedure for anyone having an alert on their background.