Please contact your program director for deadlines and start dates as to when to begin this process.

BACKGROUND CHECK & DRUG SCREEN

Before Starting:

- Your Lakeland email is REQUIRED (Example: jsmith2@mail.lakelandcc.edu)
- You must be near a printer to print necessary forms for fingerprint & drug test.
  - You will only have three (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, American Express). The cost for the background check is $66 and the drug screen is $45.00.

Getting Started:

1. Log onto our website at VerifyStudents.com
2. Use this special promotional code: lakelandbgdt
3. Complete profile forms as they appear
4. Print Authorization Form & Fingerprint Control Form (sample forms shown on next page)

After completing online process:

- Fingerprinting
  Bring Fingerprint Control Form & government photo ID to your school’s designated fingerprint location in the health building, room H-167, hours and days available – Monday-Thursday, 8 a.m. – 4 p.m. and Friday, 8–11:30 a.m.
  If you are unable to come on any of those days/times, you can go to Corporate Screening’s office, 16530 Commerce Court Middleburg Heights from Monday-Friday, 8:30 a.m. – 5 p.m. with no appointment is needed, or from 5 – 7:30 p.m. by appointment only, to complete the process. Remember to bring your Fingerprint Control Form and government issued photo ID.
- Drug Screen
  Bring Fingerprint Control Form to the collection site listed on Authorization Form (example is on next page on the left).
  Bring a government issued photo ID, such as a driver’s license, and the Authorization Form.
  Please call ahead and to confirm what hours the collection site is open.

-continues on next page-
Please contact your program director for deadlines and start dates as to when to begin this process.

Sample Authorization Form

Sample Fingerprint Control Form

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 technical questions, call Corporate Screening Customer Support at 1.800.229.8606, and choose option 4.

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

If you have any questions, contact Kelly Matier at 440.525.7154.

Last updated: Aug. 1, 2018