BACKGROUND CHECK & DRUG SCREEN

Before Starting:

- A valid 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 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
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.

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*

01/2017
BACKGROUND CHECK ONLY

Before Starting:

- A valid email is REQUIRED (Example: 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
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.

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DRUG SCREEN ONLY

Before Starting:

- A valid email is REQUIRED-(Example: 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:

10. Use this special promotional code: lakelanddt
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: If you have any questions, call Customer Support at 1-800-229-8606, option 4.

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Barb Van Epps – 440-525-7176

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.

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