

UC BLUE ASH ASSOCIATE DEGREE PROGRAM IN NURSING


Fingerprinting Instructions

Before Starting:

- A valid UC email is REQUIRED
- Activation of the Verify student account **MUST BE COMPLETED** before your Orientation

Getting Started:

1. Have your credit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged **\$134.25** for the service.
2. Log onto our website at www.VerifyStudents.com
3. Click on the –STUDENT STARTS HERE – red box
4. Use this special promotional code: **UCBLUEASHN – click continue**
5. Complete profile & e-sign forms as they appear
6. **Print** Fingerprint Control Form (sample form shown below) **IMMEDIATELY**
 - Bring the Fingerprint Control form **and** government photo ID, e.g. – driver’s license to your Orientation.
 - You will have your finger printing completed at Orientation

Fingerprint Control Form	
	
Attention Fingerprint technician: Conduct Level Below	
Requested Background Check: <input checked="" type="checkbox"/> BCI	
Students: please complete this section prior to arrival	
Name: <u>BILL TEST</u>	SS Number: <u>XXXX-XX-XXXX</u>
Address: <u>18530 COMMERCE COURT</u>	Email: <u>BFBAZIER@CORPORATESCREENING.COM</u>
City/State/Zip: <u>CLEVELAND, Ohio, 44130</u>	Daytime Phone: <u>440-818-0500</u>
What company are you doing this for: <u>CCC Students</u>	
Industry that best describes your organization (reason for fingerprinting): <u>clinical site placement</u>	
WEB-CHECK™ Results will be POSTED to the Web account on the WEB RESULTS SYSTEM: Account Name: <u>Corporate Screening Services Inc.</u> (Results are posted to the BCI website and email notification is sent to the authorized recipient)	CONTACT INFO: Company Name: <u>Corporate Screening Services Inc.</u> Contact: <u>Customer Service</u> Email: <u>customerservice@corporatescreening.com</u>
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 (BCII), 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 BCII 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 BCII 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 BCII, in which case I may need to be re-fingerprinted. I understand this does not constitute a refund due to charges incurred by BCII. I immediately affirm the data is transmitted. 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 WEB-CHECK System returns a "no hit" (those containing no criminal history) result within (10) ten business days or sooner or 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 Site: _____ Print Taken By: _____ Date Processed: _____ Processed By: _____ From Serial to CSD: 888-854597	