

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

BACKGROUND CHECK & DRUG SCREEN

Please read carefully and follow ALL steps.

NOTE: Use a laptop or desktop computer to complete this requirement.

Many items are not be visible on cellphones.

ALL Background Check, at Lakeland and Corporate Screening are done by appointment only.

1.) Go to **VerifyStudents.com** register and pay (\$67.25) for the background using code **lakelandbg** **print out the control form. DO NOT close the browser until after you print the form.** You have 30 days to use this form and then it expires. **You must bring the control form and your driver's license with you to be fingerprinted.**

2.) Go to **VerifyStudents.com** register and pay (\$45) for the drug screen using code **lakelanddt** print out the drug screen form. A list of approved labs will appear on screen-*you may want to print this out also.* **You have 3 days to use this form and then it expires. DO NOT drink too much water as this will dilute the sample.**

* If your drug screen results are "positive," the lab will contact you and you must show proof of a valid prescription. If the results are "positive," for a disallowed drug you will have **one** additional opportunity to retest.

(All costs are incurred by the student).

* If the retest is "positive" – student is no longer eligible for a health program and/or certificate.

If you have trouble registering or accessing your forms, please contact Corporate Screening 1.800.229.8606, choose option #4.

3.) After you have registered and paid for the background, please visit <https://booklcc8.timetap.com/> to set up an appointment to have the prints run at Lakeland.

On the day of your appointment please call 1.440.525.7009 to let us know that you have arrived.

If you cannot come to Lakeland, for the background/prints, during the times available then contact Corporate Screening for an appoint at their office, 1.800.229.8606, choose option #4.

For questions:

Paula Pastor-Hinkel

Monday - Thursday 9 a.m. - 4 p.m.

Email: ppastorhinkel@lakelandcc.edu

Phone: 440.525.7009

Fax: 440.525.7860

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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

Medical Review Officer/Managed Service
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
WHELEBROUGH, OH 43084
Phone: 321.921.3283

Test Information
Name: Test test
ID: *****1111
Home Phone: 440.823.7936
Work Phone: 440.810.0500

Service (s) to be Performed
10 Panel Urine Laboratory LabCorp Laboratory Test 948188001

Collection Site Information
LABCOSF
1163 HAWTHORNE BLVD, SUITE 215
HAWTHORNE, CA 90280
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.

Sample Authorization Form

Fingerprint Control Form

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

Students: please complete this section prior to arrival
Name: BILL TEST SS Number: XXX-XX-0000
Address: 16530 COMMERCE COURT Email: BRFRAZIER@CORPORATESCREENING.COM
City/State/Zip: CLEVELAND, Ohio, 44130 Daytime Phone: 440-818-0500

What company are you doing this for: CCC Students
Industry that best describes your organization (reason for fingerprinting): clinical site placement

Company Name: Corporate Screening Services Inc.
Contact: Customer Service
Email: customerservice@corporatescreening.com

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 paying 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 transferred. 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) would 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: _____ Form Used: CSS 888-4154567

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 email 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, call 440.525.7009.

Last updated: July 15, 2021

PPH/JN