



SAINT MARY-OF-THE-WOODS COLLEGE
EDUCATION DEPARTMENT
CRIMINAL HISTORY/BACKGROUND CHECK POLICY

In State Only

Background Check: Package AI36

Package Cost: \$76.45

Package AAI36 Includes: Nationwide Record Indicator with Sex Offender Index, Residency History, Social Security Alert, Fingerprint, and a 7-Year U.S. County Criminal Search including counties of residence outside the state of Indiana. *Includes current, maiden, and alias names.

BACKGROUND CHECK

1. Go to the website: <https://mycb.castlebranch.com>
2. Enter the package code **AI36** in the place order box
3. Check the box that you have read, understand, and agree to terms and conditions & continue order
4. Enter your required personal information. In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address
5. Set up your MyCB Background Check Account. (Your username and password will be used to log back in to view your results).
 - a. Your email address will be your user name.
 - b. Create and confirm your password (must be at least 6 characters long)
 - c. Select your security image
6. List any previous addresses
7. Select your name for each of the security checks
 - a. Nationwide Sexual Offender Index
 - b. Social Security Alert
 - c. Residency History
 - d. Fingerprint
8. Payment Option
 - a. Credit Card (Visa, Mastercard, Discover)
 - b. Credit Card (Visa, Mastercard, Discover) – pay 50% of the package cost during order placement and then the remaining 50% will be paid over the course of 2 months
 - i. Includes a \$2.99 processing fee each month
 - c. Electronic Check (routing and account number) + \$10 fee
 - d. Money Order (this option requires an additional \$10 fee)
9. Order Review – confirm your information
10. Notes & Special Instructions (use this section if you need an international check)
11. Click Submit
12. Confirmation
 - a. Print this page
 - b. Email confirmation will be sent
 - c. There will be a confirmation in your profile account

FINGERPRINT

13. Go to www.ibtfingerprint.com to register and schedule your fingerprint scan appointment. Select the state of Indiana.
14. Select the Online Scheduling link.
15. Select follow this link to continue in English or Spanish
16. Enter the following:
 - a. Enter your first & last name
 - b. Agency Name: All Others
 - c. Application Category: NCPA Volunteer Background Check
 - d. NCPA Agency: Saint Mary-of-the-Woods College (INAP00372)
 - e. Enter the zip code for the location where you want to be finger printed by OR
 - f. clicking on the map to view locations in a specific area
17. Schedule your appointment
18. Payment Method – select Billing Account: INCB00100.
 - a. The billing account number will invoice castlebranch.com
19. You must bring the confirmation form and a valid driver's license to your appointment.
 - a. You DO NOT pay the Fingerprint Facility when you are scanned

BACKGROUND CHECK

20. Return to the website: <https://mycb.castlebranch.com>
21. Enter the date that you completed the fingerprint process

VIEW RESULTS

Your results will be posted directly to your MyCB Account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3 – 5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. You will be able to view your results through your MyCB account while the search is in process. Your school’s administrator can also securely view your results online with their unique username and password. Once results are received, the administrator will need to mark your fingerprinting check as eligible as the final step of the background check process.

If you have any additional questions, please contact Student Support at 1.888.723.4263 ext. 7196 or email servicedesk.cu@castlebranch.com OR your school administrator Jasmine See at 1.812.535.5159 or email jsee@smwc.edu.