



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

Re-check Only

Background Check: Package **AI36re**

Package Cost: \$21

Package AAI36re Includes: Current County of Residence Criminal Search, Nationwide Record Indicator with Sex Offender Index, Residency History, and Social Security Alert.

BACKGROUND CHECK

1. Go to the website: <https://mycb.castlebranch.com>
2. Enter the package code **AI36re** 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
 - a. Use the same email that was used previously for your initial AA30 or AI36 background check to login to your certified profile page so that the system will recognize you and will link the recheck order to the original background check so that they can be viewed from one profile page.
5. List any previous addresses
6. Select your name for each of the security checks
 - a. Nationwide Sexual Offender Index
 - b. Social Security Alert
 - c. Residency History
 - d. Fingerprint
7. 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)
8. Order Review – confirm your information
9. Notes & Special Instructions (use this section if you need an international check)
10. Click Submit
11. Confirmation
 - a. Print this page
 - b. Email confirmation will be sent
 - c. There will be a confirmation in your profile account

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.

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.