



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

**Out of State Only**

**Background Check:** Package **AI36ink**

**Package Cost:** \$56.45

**Package AAI36 Includes:** Nationwide Sexual Offender Index, Social Security Alert, Residency History, Fingerprint

## **CERTIFIED BACKGROUND CHECK**

1. Go to the website: [www.certifiedbackground.com](http://www.certifiedbackground.com)
2. Enter the package code **AI36ink** 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 Certified Background Profile 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 in 3 installments over 3 months
    - i. Includes a \$2.99 processing fee each month
  - c. Electronic Check (routing and account number)
  - 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

1. Visit L-1's website at [www.ibtfingerprint.com](http://www.ibtfingerprint.com)
2. Select the state of **Indiana**.
3. Select **Online Scheduling**.
4. Enter your name to schedule a new appointment.
5. Select your **Agency Name**: All others
6. Select your **Application Category**: NCPA Volunteer Background Check
7. Select your **NCPA Agency**: Saint Mary-of-the-Woods College (INAP00372)
8. On the appointment details screen, select **Pay for Incard Submission** on the top right of the yellow boxes on the screen.
9. Enter all applicant identifying information and confirm on the following screen.
10. On the Payment Collection Screen, select the following:
  1. Method of Payment: **Billing Account**
  2. Account Number: INCB00100
  3. Referral Code: **Leave Blank**
  4. Click **Send Payment Information**
11. When your registration is complete, you are presented with a Registration Complete Page. **YOU MUST PRINT YOUR REGISTRATION COMPLETE PAGE, AS IT MUST BE INCLUDED WHEN YOU MAIL YOUR FINGERPRINT PACKET TO MORPHOTRUST.**
12. Login to your Certified Profile account. In requirement 3, please provide your current mailing address. Certified Profile will mail you a fingerprint packet which will contain a set of instructions, a data sheet to be completed and two fingerprint cards. If you do not receive your packet after 5 business days, please contact Certified Profile.
13. Complete the Fingerprint Packet using the enclosed directions. You will need to go to a local law enforcement agency to have your fingerprints rolled.
14. Mail your completed packet and Registration Complete Page to the following address:

**MorphoTrust**  
**Indiana Processing**  
**1650 Wabash Avenue Suite D**  
**Springfield, IL 62704**
15. Enter the date that you completed your online registration in Step 2. Please ensure that you have your printed Registration Complete Page.
16. Provide your mailing address in the response box of Step 3 to receive your Fingerprint Packet from CertifiedBackground.com.
17. In Step 4, enter the date you completed and mailed your fingerprint packet to MorphoTrust.
18. Once results are received, a school administrator will determine eligibility based on results.

## **CERTIFIED BACKGROUND CHECK**

13. Return to the website: [www.certifiedbackground.com](http://www.certifiedbackground.com)
14. Enter the date that you completed the fingerprint process

### **VIEW RESULTS**

Your results will be posted directly to your Certified Profile 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 Certified Profile 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 1.888.914.7279 or email [studentservices@certifiedprofile.com](mailto:studentservices@certifiedprofile.com) OR your school administrator Jasmine See at 1.812.535.5159 or email [jsee@smwc.edu](mailto:jsee@smwc.edu).