



ACCELERATED BACHELOR OF SCIENCE IN NURSING
For Students from Outside of Ohio
Background Check and Fingerprinting Requirements

Before Starting: A valid email is REQUIRED

Please complete the following instructions for your out-of-state background check process.

You must complete two different steps: the online background search information and the fingerprinting process

Note: You are responsible for the cost for mailing the fingerprinting cards and the cost charged by CastleBranch for the Background check and fingerprinting process:

Go to <https://portal.castlebranch.com/bs36>

1. Click place order
2. Select package – there is only one package to choose from. It will contain both the background search information and the fingerprinting instructions.
3. You will receive instructions from CastleBranch in the Baldwin Wallace University Department of Nursing on-line portal. Please print out all instructions from CastleBranch and follow them exactly. This will include paper copies of the fingerprinting cards. Some fingerprinting agencies will accept the paper copies of the fingerprinting cards. Some agencies require card stock fingerprinting cards. CastleBranch will automatically send you card stock fingerprinting cards. The CastleBranch instructions include locations on where to go to get Fingerprinted.
4. Once you have had your fingerprinting completed you will mail the fingerprinting cards to the address noted on the CastleBranch instruction. PLEASE FOLLOW THE CASTLEBRANCH INSTRUCTIONS EXACTLY. You will mail your fingerprint cards and the Direct Bill Registration Form together to the address on the CastleBranch instructions. If any part of this is incomplete your order will be incomplete. Instructions for this process, including the address to send the cards to, will be also be given to you on the instructions provided by CastleBranch.

For any questions with this process, please contact the User Experience Team at CastleBranch:

Email: servicedesk.cu@castlebranch.com

Phone: 888-666-7788