



Physician Assistant Program Fingerprinting Requirements

Before Starting: A valid email is REQUIRED

Getting Started:

1. Have your credit card/debit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged **\$83.00** for the service.
2. Log onto the Corporate Screening Services, Inc. website at www.VerifyStudents.com
3. Click on the red box that says “Students Start Here”
4. Use this special promotional code: **BWPAP1**
5. Create your online account and complete e-sign forms as they appear
6. **Print the Fingerprint Control Form** (sample form shown below)

Fingerprint Control Form

Corporate Screening Services, Inc. | fastfingerprints

Alertation Fingerprint technician: Conduct Level Below

Requested Background Check: BCI

Students: please complete this section prior to arrival

Name: BILL TEST	SS Number: XXX-XX-XXXX
Address: 16530 COMMERCE COURT	Email: BEZAZIER@CORPORATESCREENING.COM
City/State/Zip: CLEVELAND, Ohio, 44130	Daytime Phone: 442-815-0500

What company are you doing this for: CCC Students

Industry that best describes your organization (reason for fingerprinting): Health & Hospital

VERIFIED Results will be posted to the below account on the WEB. ACCOUNT NO: 0127028 Account Name: Corporate Screening Services, Inc. <small>(Please be patient as the BCI website and email notification is sent to the authorized recipient)</small>	CONTACT Company Name: Corporate Screening Services, Inc. Contact: Customer Service Email: customerservice@corporatescreening.com
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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 placing my fingerprint images on the WEB-CHECK System, 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 reliable 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 in connection with the steps in this process. National Background Check, Inc. and Corporate Screening Services, Inc. will assist me with the process to re-submit this background check. I am notified a month in advance.

I understand that using the WEB-CHECK System returns a "no hit" those containing no criminal history result within 110 ten business days or sooner or a "transfer" result those that contain a criminal arrest history could take up to 300 thirty business days before being transferred to the requesting destination.

Signature: _____ Date: _____

For Office Use Only
Print Name By: _____ Date Processed: _____
Processed by: _____ Date Received by: _____

After completing online process:

Fingerprinting – Bring your completed Fingerprint Control Form & a government photo ID (e.g. – driver’s license) to Baldwin Wallace’s designated fingerprint location:

CORPORATE SCREENING SERVICES, INC.
16530 COMMERCE COURT
MIDDLEBURG HTS, OHIO 44130
(800) 229-8606 Ext. 301

Hours: Monday – Friday 8:30 am-5:00 pm Monday-Friday WALK-INS WELCOME
Monday – Friday 5:00 pm-7:00 pm BY APPOINTMENT

NOTE: A unique login will be emailed to you. This will allow you to log back into www.VerifyStudents.com

Please note that this information is for the sole purpose of background screening for Baldwin Wallace University only. Unauthorized use of our service is prohibited