



**Accelerated Bachelor of Science in Nursing
For Students from Outside of Ohio
Background Check and Fingerprinting Requirements**

Before Starting: Please note that a valid email address is required for this process.

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

You must complete two different steps: the online background check and the fingerprinting process. The cost for these processes through CastleBranch will be an out-of-pocket expense to you. You are also responsible for the cost for mailing the fingerprinting cards and the cost for processing the reports associated with them.

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

1. Click “place order”
2. Select option “BS36fp”
3. You will receive instructions from CastleBranch in the Baldwin Wallace University Department of Nursing online 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, and some require cardstock fingerprinting cards. CastleBranch will automatically send you cardstock 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 State of Ohio. You will mail a check with them. The amount will be approximately \$47.25. Please check the cost prior to mailing to assure you are sending the correct amount to the State of Ohio. Instructions for this process, including the address to send the cards to, will also be given to you in the instructions provided by CastleBranch.

For any questions about this process, please contact the User Experience Team at CastleBranch. You can reach them by email at servicedesk.cu@castlebranch.com or by phone at 888-666-7788.