

UAB SCHOOL OF PUBLIC HEALTH STUDENT BACKGROUND CHECK INSTRUCTIONS

Students enrolled in the MPH, DrPH, and MSPH in Industrial Hygiene programs must consent to and complete a criminal background check to participate in an internship or practicum. The UAB School of Public Health uses the third-party vendor, **CastleBranch**, to manage the criminal background check process. The cost of the background check is \$45.75, which is payable by the student to CastleBranch directly.

Students in the above programs must complete the CastleBranch background check before registering for a second term. Students who do not complete the background check before registration opens for term two cannot register for the second term until the background check is complete. For example, students starting in Spring 2024 will need to complete the background check before March 22, 2024, to prevent registrations holds being placed on student accounts before registration opens on March 27, 2024.

To complete the order for your background check:

1. Complete the attached student's Background Check consent form and upload the consent form to the Next Steps Orientation Canvas Course Background Check assignment.
2. Follow the CastleBranch instruction sheet.
 - a. Link: <https://uab.box.com/s/82p17ez4dc6j0ulil4sc4mv3jm2ntlka>
3. Go to the CastleBranch website at mycb.castlebranch.com.
4. In the **Place Order** box at the top right corner of the page, enter the package code: **IQ40oig**.
5. Review the instructions and then click in the checkbox to continue.
6. Follow the online instructions to enter all requested information to complete your order.
 - a. **If you are not a US citizen and therefore do not have a Social Security Number, please enter 111-11-1111 to proceed with your order.**
7. Enter your payment information.
 - a. The cost of the background check is \$45.75.

8. Students will receive an order confirmation email with directions on how to log in to the MyCB CastleBranch account to check the status of their order.
9. Students will receive alerts in the CastleBranch dashboard if additional information is needed.

Questions?

What type of information is searched by CastleBranch.com?

- County Criminal Records
- Nationwide Sexual Offender Index
- Nationwide Healthcare Fraud and Abuse
- Nationwide Patriot Act
- Social Security Alert
- Residency History

What if I have questions or problems?

- If you have general questions about completing the CastleBranch Background Check order, please visit the help page at <https://mycb.castlebranch.com/help>.
- For assistance with the Background Check, please contact the CastleBranch Customer Service at 888-723-4263.

Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. The school's administrator will also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 or visit the website to submit your question at <https://www.castlebranch.com/contact-us>.