


## Student Instructions for UH Background Check Reports from Corporate Screening

### Ordering Instructions:

✓ A valid email address is required to complete this process.

1. Log onto our website at [www.CorporateScreening.com/vendor](http://www.CorporateScreening.com/vendor)
2. Click on the **Vendors / Contractors** Button.
3. Enter the special promotional code listed below and then hit the **'GO'** Button.
4. Complete the online application section in its entirety.
5. Have credit card (Visa/Mastercard/American Express/Discover) information ready in order to process payment. (COST: \$22.50)  

6. Click the **'Submit'** Button at the end of the process and you're done! You will be provided with an electronic receipt and confirmation code at the time of completion.
7. A unique login that can be used to view your results will be emailed to your email address. Reports can be retrieved at [www.CorporateScreening.com/vendor](http://www.CorporateScreening.com/vendor) by clicking on the "Retrieve Background" button. Background checks are accessible for at least two years after completion.
8. If you can no longer access the report, a request for a copy can be emailed to [Compliance@corporatescreening.com](mailto:Compliance@corporatescreening.com). Please include your name, address, phone number, last four digits of your social security number and a brief statement indicating you would like a copy of your background report. A faxed request can also be sent to 440.239.6203. The report will be mailed to you.

**YOUR PROGRAM'S PROMOTIONAL CODE IS: *uhmedstudent***

Notes from SOM Registrar: The Corporate Screening report is a FCRA-Compliant\* **National** Database Criminal background check (Level 3). FCRA Compliant equates to a consumer reporting agency researching all hits from the database the originating court.

Please forward a copy of your Corporate Screening background check report to the SOM Registrar at [som-registrar@case.edu](mailto:som-registrar@case.edu).

### Fingerprinting

CWRU Police provides electronic fingerprinting (BCI/FBI) for in-state licensure along with ink rolled FBI cards for out-of-state licensure or in-state agencies that require a fingerprint card submission. We have been doing this for the past 15 years for our students.

CWRU PD currently does this by appointment only, usually on Tuesday mornings or Thursday afternoons (dates/times subject to change). Students can call or Email Sergeant Daniel J. Schemmel at [djs49@case.edu](mailto:djs49@case.edu) to schedule an appointment. For larger groups, the CWRU Police can come to your department and complete the fingerprinting on-site.

Case Western Reserve University Police Department

Office: 216-368-5993; Fax: 216-368-0409

<http://police.case.edu/general.html>