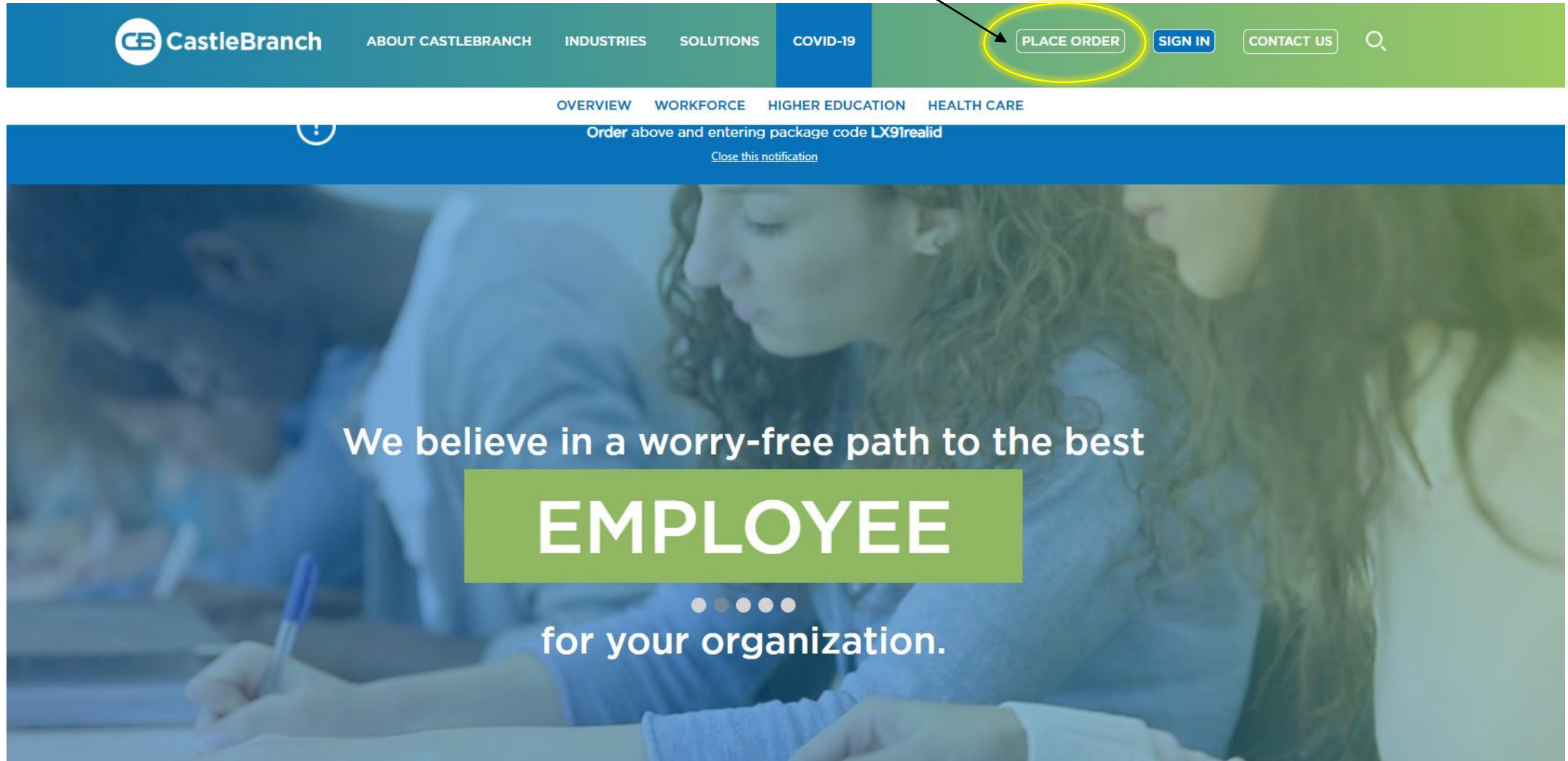


1. Using **Google Chrome Browser**, go to www.castlebranch.com
2. Select Place Order at the top right corner of the screen.



3. Enter Package Code, "BT68 " and hit submit.



Place Order Sign In

Solutions Partners Resources About Us Contact Sales Support



Ordering your own background check?
Please enter the organization's package code.

Package Code:

Submit

School Administrators and Employers, [log in](#) to your Administrator Portal to view and manage your students and applicants and their orders.

If you do not know the package code, please contact Customer Service at (888) 723-4263 or customerservice@castlebranch.com

Enter Code BT68 Then hit Submit

Careers
North Carolina Services
Skills Test

Non-student
Background Checks
Dispute Accuracy of My
Background Check
View Background
Check

Pay Bill
Site Map
Disclaimer
Privacy





Please review

Campbellsville University - Pre-Admissions includes the following package contents:

Package: BT68

Statewide Criminal KY

Nationwide Healthcare Fraud And Abuse Scan

Nationwide Record Indicator Alias with SOI

Social Security Alert

Residency History

Package Cost: \$60.00

Additional Information

The package above includes a statewide search within the state listed. If additional counties are found associated with your name outside the state, they will be searched for no additional charge.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#).

[Continue](#)

4. Review the package contents, select you agree you have read and understand the Terms and Conditions of Use, then hit

[Continue](#)

Place Order:

[Chat With Us](#)



5. Complete the required Personal Information then hit

Next

PERSONAL INFORMATION

Legal First Name: *

Legal Middle Name: *

No Middle Name
As the applicant, I certify that I do not have a legal middle name. Alternatively, if I am placing this order on behalf of the applicant, I certify to the best of my knowledge, that the applicant does not have a legal middle name.

Legal Last Name: *

Suffix:

Phone: *

Alt Phone:

Email Address: *

Confirm Email: *

Country: *

Address 1: *

Address 2:

City: *

State: *

Zip Code: *

Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk folder.

PERSONAL IDENTIFIERS

Social Security Number: * - - 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

Date of Birth: * / /
mm dd yyyy

Sex: Female Male

STUDENT INFORMATION

Designation: Undergraduate Graduate

Degree/Certification:

Expected Date of Graduation: /

* Indicates required information

Next



6. Continue to create a password to create your Castle Branch account to place your order.

Place Order:



CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future.

*All of the form fields are required

Email Address:

This email address is your username.

*Username:

Password:

*Password:

Passwords are case-sensitive and must be at least 8 characters long.

*Confirm:

[Create Account](#)

7. Verify the information is correct and hit

Next

Place Order:



STATEWIDE CRIMINAL KY

Name * State *

NATIONWIDE HEALTHCARE FRAUD AND ABUSE SCAN

Name * Professional License Number

NATIONWIDE RECORD INDICATOR ALIAS WITH SOI

Name *

SOCIAL SECURITY ALERT

Name *

RESIDENCY HISTORY


Name *

* Indicates required information

Next

Place Order:



8. This is not a requirement to purchase. Select No thanks, and hit 

CastleBranch Badge

The CastleBranch badge[™] gives YOU the POWER to share your background check results[™] at any time with any one, saving you the costs and hassle of repeating background check requirements.

Why order the CastleBranch badge?

Save Money

Don't pay twice for a background check! Most volunteer organizations, clinical sites and employers require background checks. Proving you've already completed one could save you hundreds of dollars.

Prepare for YOUR Future

Get in front of the line for a job. In today's struggling job market, proving that you have already completed a background check gives you the advantage over your competition.

Stay in Compliance

From hospitals to schools to volunteer activities to clinical sites, prove your background check compliance at a glance, without a hassle.

Yes! Please add a CastleBranch badge to my order for \$12.00

No thanks, continue with my order



1. Badge applies to the current order. Please see the Order Summary page (next) for details. >
2. Immunization records cannot be shared via the CastleBranch badge. >

Place Order:



ORDER REVIEW

School Name: Campbellsville University - Pre-Admissions
CAC: BT68

Personal Information:

Your Name: |
DOB: |
SSN: |

ORDER INCLUDES

BT68

Statewide Criminal KY
Name: | State: KY

Nationwide Healthcare Fraud And Abuse Scan
Name: |

Nationwide Record Indicator Alias with SOI
Name: |

Social Security Alert
Name: |

Residency History
Name: |

Total Price: \$80.00

* Indicates required information

9. Review information is correct then select

[Next](#)

[Next](#)

Place Order:



PAYMENT INFORMATION

Payment Type*

* Indicates required information

EASY PAYMENTS!
monthly installments available

Place Order:



PAYMENT INFORMATION

Payment Type*

Name as it appears on card*

Card Number*

Expiration Date* /
mm / yyyy

Monthly installment payments*

Yes, pay for my order with monthly installment payments.

Monthly Installment Payments will be divided into three (3) monthly payments. Your initial payment charged today will be fifty percent (50%) of your initial order total. The remaining balance will be divided evenly to set your installment rate. Charges will occur on the same date each month, for two months after the initial payment made today. If additional items must be added to your package, you will be charged additional installment payments. The number of additional installment payments will vary depending on the total cost of additional items ordered. A transaction fee of \$2.99 will be charged per installment payment including the initial payment. If your credit card declines on your scheduled payment date we will continue to attempt to charge your card daily until the payment is collected. Any remaining payments thereafter shall be charged one (1) month from the date of the last approved charge.

* If your initial payment was made on the last day of the month and future payments are due in a month with fewer days, you will be added to the preceding payment date.

No, thank you, please pay for my order in full at this time.

Rush order*

Yes, please rush my order for an additional \$7.95.
Your order will receive priority processing. This may reduce order processing time by 1 to 2 days on average. Certain searches are not eligible for Rush including drug tests, immunization record review and verifications of employment/education/professional license.

No, thank you, do not rush my order.

BILLING ADDRESS

Country*

Address*

City*

State*

Zip Code*

* Indicates required information

Click Submit once, payment authorization may take several minutes.

SUBMIT

10. Select payment type.



11. Complete payment information and hit **SUBMIT**

SUBMIT

12. Once payment is processed, you will receive a payment confirmation receipt. Save a copy to your desktop.

You will be required to upload proof of this receipt with your Pre- Admissions Electronic Application under the Application Checklist as an attachment were prompted.

Once Background check is complete, results will go directly to School of Nursing Clinical Coordinator for review during application process. You will receive a copy of the results as well via mail.