



# CertifiedBackground.com

## Student Instructions

### Background Check

#### Longwood University- BSN Program

The above organization has chosen CertifiedBackground.com as an approved source for background checks.

### About CertifiedBackground.com

CertifiedBackground.com is a service that allows students to order and purchase their own background check. The results of your background check are posted to the CertifiedBackground.com website in a secure, tamper-proof environment where the student as well as the school can view the background check.

### Ordering Instructions with Electronic Signature

1. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on "Students."
2. In the package code box, enter package code: **L079**
3. Select a method of payment: Visa, MasterCard or money order.
4. Your order requires one or more releases to be electronically signed. Upon clicking "submit order," you will be prompted to click on a link to electronically sign your document/s.

### Retrieving Results

Once your order is submitted, you will receive a confirmation email containing a password to view the results of your background check. When your background check is complete, you can view/print a copy at CertifiedBackground.com by entering your password, then the last 4 digits of your Social Security Number. Results should be completed within 3-5 days.

