COLUMBUS STATE

COMMUNITY COLLEGE

Phlebotomy Program
Background Screening Package 1 Instructions

Before Starting:

- A valid email address is REQUIRED.
- Have your credit card (Visa/MasterCard/American Express/Discover) information ready to process payment. Your credit card will be charged **$116.74** for the service.

Getting Started:

- Visit our website at **www.VerifyStudents.com** and click **Students Start Here** to create an account. If you've previously created an account with Verify Students, press on **Returning Student Login** and sign in with your email address and unique password.

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- Use this special promotional code: **COLU2DE6**

- Complete profile & e-sign forms as they appear.

After completing online process:

- Fingerprinting: To complete your BCI/FBI fingerprinting you will need to navigate to **www.FastFingerprints.com** and select 'Schedule Appointment'. You will be prompted to enter in a Direct Bill Access Code, please enter in **Q5ABK5L**. You will then follow through the steps to enter in your personal information and schedule an appointment.

- Drug testing: You will receive an e-mail from **info@medicalreviewoffice.com** containing your ePassport. Bring ePassport and government photo ID (example: driver's license) to the collection site listed on the ePassport. Please review your authorization form closely, as you will have a limited amount of time to complete the test.