

Criminal Background Information

All applicants to the School of Nursing must submit a statewide criminal background history for all states of residency during the past five years. The purpose of this is to meet requirements of clinical agencies in which our students learn and practice nursing.

- ❖ A criminal background history must be submitted prior to admission to the School of Nursing
- ❖ A student having had residency in more than one state in the past five (5) years must submit statewide criminal background histories for each state of residency during that period.
- ❖ International students are required to submit an international criminal background history.
- ❖ Any change from the student's initial criminal background history must be reported to the School of Nursing. Failure to report any change will result in withdrawal of acceptance to the program.
- ❖ Information received from the students criminal background history will become part of the student's confidential academic file.

Sources for obtaining Criminal Background Histories

Gardner-Webb University does not endorse any particular sources for obtaining criminal background histories. Sources include: 1) www.microfaxsecurecheck.com, 2) www.123nc.com and 3) www.Criminalrecordcheck.com and 4) www.checkcriminalbackgrounds.com.

If you choose to use microfaxsecurecheck, follow these directions:

- ✓ Log on to www.microfaxsecurecheck.com
- ✓ On the home screen, click **SEARCH**
- ✓ The next screen says Please select the reason for the background check. Click **EDUCATION**
- ✓ Complete the Subject Information (name, SS#, Date of Birth, Sex, Drivers License # and State and Date of Issue, Address, etc.
- ✓ Under **Requester Information** put your email address and phone number.
- ✓ Under **Email Address of person receiving a copy** type in cforbes@gardner-webb.edu. Caley Forbes will then receive e-mail verification with a completed report of your criminal background history.
- ✓ In the next section, **Search by State**, enter the state in which you are a legal resident, and any state in which you have lived in the past five years.
- ✓ In the **Checkout** section, you should enter your credit or bank card information for payment.
- ✓ Click on **SUBMIT**