

Indiana State University
School of Nursing
Graduate Nursing

Criminal Background Check Procedure

How do I order my Initial Background Check?

1. Go to [CastleBranch](#)
2. Click on Place Order button
3. Enter Package Code **IY95**
4. Review the order request information
5. Check the Terms and Conditions of Use box
6. Click Continue
7. Enter Personal Information
8. Enter Personal Identifiers
9. Do NOT need to enter Student Information
10. Click Next
11. Create Password
12. Click Create Account
13. Add Previous Addresses if applicable
14. Click Next
15. Enter your County of Residence
16. Click Next
17. Select whether to order a badge or not (not required for ISU)
18. Click Next
19. Initial background check fee: \$62.75 (without a badge order)
20. Select a method of payment: Visa, Master Card and money orders are accepted.
21. Complete information and submit request

How do I order my RECHECK Background Check?

- **NOTE:** The below instructions and code are ONLY if you have completed the “Initial” background check previously with **CastleBranch** or earlier with **CertifiedBackground**
1. Go to [CastleBranch](#)
 2. Click on the Place Order button
 3. Enter Package Code **IY95re**
 4. Review the order request information
 5. Check the Terms and Conditions of Use box
 6. Click Continue
 7. Enter Personal Information
 8. Enter Personal Identifiers
 9. Do NOT need to enter Student Information
 10. Click Next
 11. Add Previous Addresses if applicable
 12. Click Next
 13. Enter your County of Residence
 14. Click Next
 15. Select whether to order a badge or not (not required for ISU)

16. Click Next
17. Recheck background check fee: \$32.75
18. Select a method of payment: Visa, Master Card and money orders are accepted.
19. Complete information and submit request.