Indiana State University
School of Nursing
Undergraduate Traditional Track

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 **IY94**
4. Review the order request information
5. Check the Terms and Conditions of Use box
6. Click Continue
7. **Enter Personal Information **Use your Sycamores email address****
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?

IMPORTANT: The recheck option and below code may be used **ONLY** if you have previously completed an Initial background check for the School of Nursing using the above INITIAL CODE (IY94). Castlebranch background checks completed for other schools, other Indiana State departments, or other ISU School of Nursing programs do not make you eligible to utilize the recheck option.

1. Go to CastleBranch
2. Click on the Place Order button
3. Enter Package Code **IY94re**
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

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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