



Student Background Screening Request Procedures

Ordering student background screening reports from Verified Credentials, Incorporated could not be easier.

Do Not Place this order until you receive your acceptance letter for the Surgical Technology Program Entry.



Instructions:

Visit the website www.myvci.com/laspositas (click here)
Or choose the link from www.laspositascollege.edu/SURG/ for the www.myvci.com/laspositas site link and Click the **“Order Now”** button
You may also track the real-time status of your background check through this website by clicking on **“Track My Order”**

Step 1: Select from the program pull down list: **Las Positas College – Surgical Technology**; read the list of what background checks will be conducted and then click on **next**.

Step 2: Read the Disclosure & Authority to Release Information page. Enter your Name, Social Security number, choose **yes** or **no**, I would like a copy of my report, next choose, **I Agree** or **I Do Not Agree**, with the Disclosure & Authority to Release Information, and then use your mouse to **sign your name in the box**, and then click the **Save** button.

Step 3: You will be redirected to the online application. Be prepared to provide relevant personal information into each of the *required fields on each page of the application. Click the **complete** button at the end of the process and your information will be transmitted through a secure site.

To Complete the order for the background check have credit card (Visa/MasterCard/Discover) information ready in order to process payment **the cost to students is \$87**. You may also pay by electronic bank transfer from a checking or savings account, or mail in a cashiers check or money order to Verified Credentials Incorporated, 20890 Kenbridge Court, Lakeville, MN 55044, 1-800-473-4934. Click the **place order** button at the bottom of the page and you have started the background check process.



Step 4: **Your background check will not be completed until payment is received and the drug screening test completed.** When the drug screening order is placed, you will receive a Registration Number by email from LabCorp with the address and directions to the LabCorp nearest your address. Please take the email with the registration number to the LabCorp location you receive by email to complete the drug screening test. **Please note you have 15 days to complete this background and drug screening process from the day you order and pay for the screening with Verified Credentials.**