



# CertifiedBackground.com

## -----Student Instructions for Ordering Online-----

### Background Check/Drug Test

## Orange Coast College – Emergency Medical Technology

The above organization has chosen CertifiedBackground.com as an approved source for background checks.

### About CertifiedBackground.com

CertifiedBackground.com is a service that allows students to purchase their own background check/drug test. The results of the background check/drug test are posted to the CertifiedBackground.com website in a secure, tamper-proof environment. The student, as well as any organization (clinic, hospital, etc.) requiring this information can view the results.

To order your background check/drug test from CertifiedBackground.com, please follow the instructions below.

### Instructions

1. Go to [www.certifiedbackground.com](http://www.certifiedbackground.com) and click on "Students."
2. In the Package Code box, enter your package code: **OA04** (This code is two letters followed by two numbers)
3. Click "Continue."
4. Follow the prompts to complete the order. Please see the notes below for further instructions.

Once your order is submitted, you will receive a password via email to view the results of your background check. The results will be available in approximately 48-72 hours.

### Notes

**FOR THE DRUG TEST: You will receive an email within 24-48 hours that includes your Drug Test instructions. This email will come directly from the lab and will contain the name "Form Fox" or "Labcorp" (Be sure to check your SPAM Folder). Please complete your Drug Test within one week of notification.**

**If you are having trouble with your order, please contact Customer Service at 888-666-7788, extension 1.**

