



Student Background Screening Request Procedures

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

Instructions:



Log onto www.myvci.com/laspositas (click here)

Or choose the link from www.laspositascollege.edu/SURG/index.php for the www.myvci.com/laspositas (click here) site link and Click the **"GO"** button

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.



Note: **Step 4:** **Your background check will not be done until payment is received and 10 panel drug test completed**, forms for 10 panel drug screening and clinic locations for this test are available at Las Positas College Office of Allied Health, 3000 Campus Hill Drive, Livermore, CA 94551, bldg. 2100, office 2111, send email: alliedhealth@laspositascollege.edu or phone (925) 424-1357 to make arrangements to pick up the 10 panel drug test form.