

Instructions: Criminal Background Check

Step 1: Click here to go to [Student Login](#) and enter the following:

Client code: CCHIST16

Username: CHISTUDENT

Step 2: Check the consent page to proceed to the Applicant Information page:

Type in the required information: First name, Middle initial, Last name, Date of Birth, Gender/Race, Social Security Number, Current address, City, State, Zip, ADD any ALIASES, Your Email address, Your Phone Number. Be sure to enter the reference **CHI STUDENT** then click "Next".

Step 3: Read the Acknowledgement and Authorization form. Type in your full name in the box above the statement – "Please type in your Full Name and the last 4 digits of your SSN above to authorize this transaction with your electronic signature" and check the box below. Then click "Next". Repeat this step for the next page and check the box "I accept" and click "Checkout".

Step 4: Enter your credit card information including Card Type, Card Number, Expiration Date, CCV, Name, Email, Billing Address, City, State and Zip. If you want a receipt emailed to you, make sure your email address is entered correctly. Then click "Checkout". The fee is \$15.00 unless you have additional names to be searched.

Step 5: You will receive a confirmation page when your payment is complete. Click "Logout" at the top right-side of the page to exit the system.