How do I order my **INITIAL background check**?

1. Go to [https://portal.castlebranch.com/ND57](https://portal.castlebranch.com/ND57)
2. Click on "Place Order"
3. Click on + Please Select
4. Choose **ND57: Background Check**
5. Confirm having read the information
6. Click Continue
7. Confirm having read, understood and agreed to the Terms and Conditions of Use
8. Click Continue
9. Enter Personal information to create an account
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**?

- **NOTE**: The below instructions and code are ONLY if you have completed the “Initial” background check previously with [CastleBranch.com](https://www.castlebranch.com) / or earlier with [www.certifiedbackground.com](https://www.certifiedbackground.com)

1. Go to [https://portal.castlebranch.com/ND57](https://portal.castlebranch.com/ND57)
2. Click on Place Order
3. Click on + Please Select
4. Choose **ND57Re: Background Check**
5. Confirm having read the information
6. Click Continue
7. Confirm having read, understood and agreed to the Terms and Conditions of Use
8. Click Continue
9. Enter personal information
10. Add Previous Addresses if applicable
11. Click Next
12. Enter your County of Residence
13. Click Next
14. Select whether to order a badge or not (not required for ISU)
15. Click Next
16. Recheck background check fee: $32.75
17. Select a method of payment: Visa, Master Card and money orders are accepted.
18. Complete information and submit request

**FAQs** - [https://portal.castlebranch.com/ND57/faq](https://portal.castlebranch.com/ND57/faq)