

Indiana State University  
School of Nursing  
Doctor of Nursing Practice Program  
Master of Science in Nursing Program  
  
Criminal Background Check Procedure

**How do I order my INITIAL Background Check?**

1. Go to [CastleBranch](#)
2. Click on Place Order button
3. Enter Package Code **IY95**
4. Review the order request information
5. Check the Terms and Conditions of Use box
6. Click Continue
7. Enter Personal Information
8. Enter Personal Identifiers
9. Do NOT need to enter Student Information
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?**

**IMPORTANT:** The recheck option and below code may be used **ONLY** if you have previously completed an Initial background check for the School of Nursing using the above INITIAL CODE (IY95). Castlebranch background checks completed for other schools, other Indiana State departments, or undergraduate School of Nursing programs do not make you eligible to utilize the recheck option.

1. Go to [CastleBranch](#)
2. Click on the Place Order button
3. Enter Package Code **IY95re**
4. Review the order request information
5. Check the Terms and Conditions of Use box
6. Click Continue
7. Enter Personal Information
8. Enter Personal Identifiers
9. Do NOT need to enter Student Information
10. Click Next

11. Add Previous Addresses if applicable
12. Click Next
13. Enter your County of Residence
14. Click Next
15. Select whether to order a badge or not (not required for ISU)
16. Click Next
17. Recheck background check fee: \$32.75
18. Select a method of payment: Visa, Master Card and money orders are accepted.
19. Complete information and submit request.