

Indiana State University  
School of Nursing  
Undergraduate LPN to BSN Track  
Undergraduate RN to BSN Track

Criminal Background Procedure

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

1. Go to [CastleBranch](#)
2. Click on Place Order button
3. Enter Package Code **ND57**
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?**

- **NOTE:** The below instructions and code are ONLY if you have completed the “Initial” background check previously with **CastleBranch** or earlier with **CertifiedBackground**
1. Go to [CastleBranch](#)
  2. Click on the Place Order button
  3. Enter Package Code **ND57re**
  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