



Academic Student INSTRUCTIONS



School: _____

Academic Field: _____

Visit URL to begin: _____

Locate your needed package by selecting the BEGIN link.

Please make sure you only select the package required as there will be NO REFUNDS.

1

Enter your email address and select **CONTINUE**.

Enter your first and last name and select **REGISTER**.



2

An authentication message will be dispatched to your email.

Follow the link in the email to enter your basic information select **CONTINUE**.



3

Select **START** to continue with the application.



4

Complete information in required sections of application, click next to move through each section.

Ensure all sections reflect complete in the review.



5

Read the “notice” and check the confirmation box; click **NEXT** to continue.



6

Read the “Summary of Rights under the Fair Credit Reporting Act” and check the box; click **NEXT**.



7

Complete the Disclosure and enter your signature in the electronic signature box; click **NEXT**.



8

Complete the required fields on the Authorization and enter your signature in the electronic signature box; click **NEXT**.



9

Select **SUBMIT** to complete application. *Failure to click submit will delay the processing of your screening.



- Credit Card payment options: Discover, MasterCard or Visa
- Authorized pending payment receipt will be emailed upon submission to email provided in your application

If you have any questions, please contact Validity Screening Solutions Client Services Team.

Phone: 866-920-5995 | Email: clientservices@validityscreening.com

Students are responsible for any additional court related third-party fees over \$10. Upon review of your address history, if applicable, a team member will reach out to collect the additional cost via a credit card authorization form.

**Please Note: New York criminal searches are an additional \$95.