

Criminal Background Check

Please read the instructions below. Failure to follow these directions will delay the background check process.

If paying by credit card:

1. Fill out the Background Screening Request Form.
2. Fax the form to 704-439-3901.
3. Once the credit card has been cleared, BIB will e-mail you a link and log-in information. Please allow 1 – 3 business days for receipt of this e-mail (if you have not received the e-mail within 3 business days, call BIB at 877-439-3900).
4. Log onto the website via the link in the e-mail and submit your information.
5. Please note: If you do not log into the website and submit your information, your criminal background will not be run.

If paying by money order (personal checks will not be accepted):

1. Fill out the Background Screening Request Form.
2. Mail the form and money order to the address below.
3. Please put your name in the notes section of the money order in case the form is separated from the money order (i.e. UNCG Background Check for John Smith)
4. Once the money order has been received, BIB will e-mail you a link and log-in information. Please allow 6 – 9 business days for receipt of this e-mail (if you have not received the e-mail within 9 business days, call BIB at 877-439-3900).
5. Log onto the website via the link in the e-mail and submit your information.
6. Please note: If you do not log into the website and submit your information, your criminal background will not be run.

International (Out-of-Country) Background Checks

- If you have lived outside of the United States within the past seven years, you are required to complete an international background check. The additional fee for this background check varies by country. Please call BIB at 877-439-3900 to begin the International Background check process.
- Military Personnel/Veterans: You will not need to provide an international background check if you were stationed outside of the United States. You will need to provide a copy of your DD Form 214 (Certificate of Release or Discharge from Active Duty).

Address:

Background Investigation Bureau
Attn: Business Development
9710 Northcross Center Court
Huntersville, NC 28078
Phone: 877-439-3900

B.I.B. INC. BACKGROUND SCREENING REQUEST FORM

The University of North Carolina Greensboro - Teacher's Academy

Below are the steps necessary to complete the request for the required background check for UNC-Greensboro:

1. Submit payment (credit card or money order) to Background Investigation Bureau.
2. The total cost of your background check report will be \$22.00, payable via credit card or money order.
3. Upon receipt of your payment, BIB will send you an email with a link and user credentials to log into BIB's site within 1-3 business days. You will log in and submit the required information needed to conduct the background check, as well as an electronic authorization and release of information allowing UNC-Greensboro to conduct a background check on you. Please log on and submit your information within 3 days of receiving the email.
4. Once you submit your information online, your background check results will be reported to UNC-G.

NAME: _____

EMAIL ADDRESS: _____

If you do not have an email address, please see your UNC-Greensboro Administrator for alternative options.

Please check form of payment _____ Credit Card _____ Money Order

- CREDIT CARD AUTHORIZATION - Amount to be charged: \$ 22.00

By my signature below, I authorize Background Investigation Bureau to process and charge my credit card for my criminal record searches. PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS

Credit Card Type: _____ (Visa / MasterCard / Discover / AmEx)

Credit Card Number: _____ Expiration Date: _____

Credit and Security PIN _____ (3 to 4 digit number in signature block on back of card)

Cardholder Name: _____ (as written on card)

Billing Address: _____

City: _____ State: _____ Zip: _____

Cardholder Telephone Number: (____) _____ Alt Phone: (____) _____

Email Address _____

Cardholder Signature: X _____ Date: _____

Please send this form and money order to:

Background Investigation Bureau
Attn: Business Development
9710 Northcross Center Court
Huntersville, NC 28078

-or-

Fax this form to: 704-439-3901 (Credit card orders only)