

*Appalachian State University  
Criminal Background Check  
Authorization/Consent and Completion Directions*

**\*\*KEEP THIS PAGE FOR YOUR REFERENCE\*\***  
**\*\*ENTER ALL INFORMATION CORRECTLY AND LEGIBLY\*\***

*Part I: Authorization/Consent*

Enter ALL information requested on the consent form beginning with the line asking for your date of birth

Sign the form using your full legal name (next to last line).

PRINT your full legal name on the last line.

Bring or mail completed form to Jean Edwards, College of Education, Office 404D.

*Part II: Completion of the Criminal Background through Certiphi.com*

You should receive an email message from Certiphi.com/APPLICATIONSTATION. You will be asked to log into Certiphi's Application Station-Student Edition to complete the online portion of the background check (*see NOTE at bottom of page*).

Your browser link will be <http://www.applicationstation.com>

Enter the code: APPSTATEEDUCATION in the Application Station Code field.

Create an account for yourself by clicking the SIGN UP NOW button.

Follow the instructions on the website to complete your background investigation order.

For technical issues call Certiphi's support desk at 888/291-1369 ext. 2006.

You and the Reich College of Education will receive results within 72 hours. *You should print a copy of the report for your records.*

*Part III: If you have a criminal background.....*

If you have a criminal background, you may be asked to write an explanation of the charge(s) by Dr. Robin Groce, Assistant Dean of the Reich College of Education. Please send your explanation by email as an attached document to [grocerd@appstate.edu](mailto:grocerd@appstate.edu). Include the following phrase at the end of your statement, "*I give the Office of Field Experiences permission to e-mail this statement to the human resource directors of prospective field-placement districts/counties.*"

**NOTE:** If you have completed and turned in the consent form to this office and you do not receive an email from Certiphi.com 24 hours after doing so, use the directions in Part II beginning with browser link to complete the background check.