

LIBERTY UNIVERSITY

DEPARTMENT *of*
SOCIAL WORK

Instruction for Background Checks & Fingerprints

OVERVIEW

All students must purchase a Background Check and Fingerprints as part of SOWK 294. **All types of checks can be ordered [here](#).**

INSTRUCTIONS: ORDERING YOUR CHECKS

All results documents submitted for Gate 1 must be marked with a completion date that falls within 1 calendar year of the deadline for submitting the results into the course in Module 9 (see example below).

Example:

If you are enrolled in SOWK 294 during the fall 2021 semester, your results ordered from as far back as the fall 2020 semester can be used. Results ordered in the 2020 summer semester or older would not be approved.

What checks do I need to order?

All students must purchase a Background Check and Fingerprints.

Where can I order my checks?

We recommend that students order their checks directly through [Castle Branch](#) as the package prices are less expensive. You can also order them through [MBS Direct](#). Ordering through MBS Direct does allow students to use book vouchers or book dollars instead of out-of-pocket for students who have been awarded this through the Financial Aid Office.*

**Contact the Financial Aid office directly if you are unsure if you have this aid.*

Can I order my checks from some other company or use ones I have already completed?

No. For consistency and quality control purposes, all students are required to order their Background Checks and Fingerprints through Castle Branch.

Can I use my results previously purchased in SOWK 135?

No. If you took SOWK 135 prior to spring 2020 and completed a Background Check and Fingerprints results in that course, those results are no longer acceptable to use for the Gate 1 Application process. The completion date on all results documents must fall within the 1 year prior to the deadline for submitting the results into the course.