



-----Student Instructions – Background Checks-----

Background Check

University of Kentucky - Continuing Education

The above organization has chosen CastleBranch as an approved provider of background checks for students.

About CastleBranch.com

CastleBranch.com is a service that allows students to order their own background check online. Information collected through CastleBranch.com is secure, tamper-proof, and kept confidential. The services performed by CastleBranch are based on guidelines provided by your organization, so you know you'll get the information you need, all from one source. The results are posted on the CastleBranch.com website where the student, as well as the school, can view them.

Ordering Instructions

1. Go to www.CastleBranch.com and click on "Place Order."
2. In the Package Code box, enter the package code: **UB89**
3. Enter your payment information – Visa, Mastercard, or Money Order. Follow the online instructions to complete your order.

Retrieval Instructions

Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results, visit www.castlebranch.com, enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are typically available in approximately three days, though some searches take longer so please allow adequate time when ordering. Your Department Administrator will automatically have access to your results. For A Summary of Your Rights Under the Fair Credit Reporting Act visit www.ftc.gov.