

Adams State College

Background Check Instructions

1. Pick up background check packet from administrative assistant or nursing faculty, Richardson Hall – Room 228 or Room 226. If you are out of the area contact Carol Otto at clotto@adams.edu or call 719 587-8171 to have the packet mailed to you.
 - a. Forensic Drug Testing Custody and Control Form
 - b. FBI Fingerprint Instructions and fingerprint card
2. Register with American DataBank at www.adamscx.com and follow all instructions. Do this **before** going for your drug screening or fingerprinting.
 - a. Select package #3 (\$87.00)
3. The Authorization for Release of Information sheet (part of fingerprint packet) **MUST** be notarized. Banks will usually notarize documents at no charge. If you are in the Alamosa area you can take the form to James Trujillo in the President's Office. You will need your ID.
4. Follow instructions for fingerprinting. **NOTE:** This process can take up to 12 weeks so start the process promptly. You are responsible for mailing the fingerprint information to **American DataBank**; they will forward it to the FBI.
5. Call Regional Occupational Medicine Program (ROMP) at 589-8110 to schedule an appointment for a drug screen collection. They are located at 2115 Stuart, Alamosa, CO 81101. You will need to take the following with you:
 - a. ID
 - b. Forensic Drug Testing Custody and Control Form

If you are not in the Alamosa area you may take your drug test kit to a Quest Diagnostic Center in your area. Charges may apply if you use another collection center instead of the ROMP Clinic. Be sure to ask what the charges are!