Adams State University Background Check Instructions

1. Register with American DataBank at www.adamscx.com and follow all instructions. Do this **before** going for your drug screening or fingerprinting.
   - There are two options for Within San Luis Valley and Outside San Luis Valley. The Outside San Luis Valley works best for students in a larger metropolis area who are outside of SLV. If you are in a rural area **Contact American Data Bank to find out if electronic submission is possible in your area** at 1-800-200-0853. If it isn’t then ask where the closest lab is for you and choose “Within San Luis Valley”
   - **Select ONLY Screening package #3 ($87.00 Inside San Luis Valley) – ($89 Outside San Luis Valley)**

2. Pick up a Chain of Custody form and FBI Fingerprint Card from the Nursing Office or your advisor. If you are not in the San Luis Valley area, please request to have the forms sent to you if the electronic submission is not possible in your area.

3. The Authorization for Release of Information sheet **MUST** be notarized, do not fill this out until in the presence of the Notary Public. Banks will usually notarize documents at no charge. If you are in the Alamosa area you can take the form to the ASU Human Resource Department, Kristina Cook - Nursing Department, and cashier at the One Stop (SUB). You will need your ID (driver’s license, passport, etc.)

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.
   **Helpful fingerprinting tips common to all fingerprinting agencies:**
   - Fingerprint cards **MUST** be blank (other than pre-completed agency information) when presented as all information must be filled out by the officer and signatures witnessed.
   - You must have proper identification (driver’s license, passport, etc.). ASU student ID will not suffice.
   - All days/times are subject to availability of booking areas. Be sure to check with them before you go.

   **If you go to ASU PD for fingerprinting:**
   - Contact the ASU PD 15-20 minutes prior to going to their office to ensure availability of an officer. They are available during ASU business hours. The contact number between 8:00am - 5:00pm Fall/spring and 7:30 – 4:30 summer hours is **719 587-7901**.
   - The fee is $15 payable by check or cash. They do not carry change. You may also pay at the One Stop first and then present your receipt to the officer.

   **If you go to Alamosa Police Department for fingerprinting:**
   - They are available on Wednesdays between 8:00am-12:00N.
   - The fee is $5 payable by cash or check.

   **If you go to Alamosa Sheriff’s Office for fingerprinting:**
   - They are available on Mondays from 8:30am-10:30am and on Fridays from 1:00pm-3:00pm.
   - The fee is $15 payable by check or exact cash.

5. Call **Arlans Pro Services** at 719 580-5615 to schedule an appointment for a drug screen collection. They are located at 6750 Cramer RD, Alamosa, CO 81101, west of Alamosa, across Highway 160 from Comfort Inn on the frontage road. You will need to take the following with you:
   - ID (driver’s license, passport, etc.)
   - Forensic Drug Testing Custody and Control Form

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