

## Steps to Complete Your Background Investigation

1. Go to [www.myvci.com/creighton](http://www.myvci.com/creighton)

\*Verified Credentials contact information:

### **Customer Service**

Main: 952.985.7202

Toll: 800.938.6090

Email: [clientservices@v-c-i.com](mailto:clientservices@v-c-i.com)

### **Applicant Help**

Main: 952.985.7200

Toll: 800.473.4934

Email: [consumersupport@v-c-i.com](mailto:consumersupport@v-c-i.com)

### **Technical Support**

Main: 952.985.7200

Toll: 800.473.4934

\*If you have any questions, Christina Murcek is the contact in the School of Nursing. You may reach her at 402-280-2014 or [christina@creighton.edu](mailto:christina@creighton.edu).

2. Click "Go" to enter the site
3. Read letter from the Vice President for Health Sciences.
4. "Click here"
5. Download a copy of the Nebraska Health & Human Services Adult/Child Abuse Protective Services Central Registries form. Complete the form with a witness signature and fax/send to Verified Credentials.

**\*If you are under the age of 19**, you will also need to download a copy of the parental consent form. Please have your parent complete the form and then returned to Verified Credentials along with the Health and Human Services form.

Verified Credentials mail/fax information:

Facsimile: (952) 985-7218

Mail: Verified Credentials Incorporated

ATTN: Consumer Services Department

20890 Kenbridge Court

Lakeville, MN 55044

6. Click "go to next step"
7. Select CU School of Nursing as your School/Program
8. Click "Next"
9. Read "Disclosure and Authority to Release Information"
10. Complete information at the bottom of the page and click "save"
11. Answer the questions on the next screen
12. Click "Next Step"
13. Verify information and then click "Complete"
14. The cost is \$55 and it can be paid by credit card, bank transfer, or by sending a payment in the mail. Select your payment option, complete any information that is needed (as necessary), and click "Place Order".

