



STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

About CastleBranch.com

CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

Order Summary

- **Required Personal Information**
 - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.
- **Drug Test (LabCorp)**
 - Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.
- **Payment Information**
 - At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a \$10 fee and additional turn-around-time.

Place Your Order

Go to: www.castlebranch.com and enter package code:

AH01 – Background Check and Drug Test

You will be required to enter your program under “Student Information” classification

You will then be directed to set up your CastleBranch profile account.

This package code is for the following majors:

Undergraduate Programs

Health Care Management
Biomedical Sciences

Graduate Programs

Biotechnology
Biomedical and Health Sciences
Clinical Laboratory Sciences
Genetic Counseling
Health Administration – Residential (MSHA)
Health Care Quality and Safety – *(NOT Employees of Health Care Organizations)*
Health Informatics
Health Physics
Nuclear Medicine Technology
Nutrition Sciences – Clinical Track (Masters)
Occupational Therapy
Physical Therapy
Physician Assistant Studies
Rehabilitation Sciences

View Your Results

Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: <https://www.castlebranch.com/contact-us>.