

Trinitas School of Nursing
HEALTH CARE STUDENTS

Dear Student:

To insure the safety of medical patients, all students who will come in contact with patients during the course of your training must undergo a criminal record search. Trinitas School of Nursing has chosen TABB INC., an agency specializing in pre-employment background investigations for the medical community, to conduct the criminal checks for their students.

TABB INC. developed a web-based order processing and reporting system that will allow you to create your own account to meet your requirements.

Please visit the following link:

<https://www.backgroundinvestigationsbytabb.com/studentindex.aspx>

After accessing your account, please enter the following code to properly order the background investigation required for your program.

Enter code: TrinitasSON

When following this process, you are creating an account with TABB INC. which will allow you to view the progress of your background investigation and order additional background checks should the need arise. Please answer all questions and provide accurate credit card information. Any area left unanswered or entered incorrectly will delay processing your background check and could result in additional charges. Your background investigation will not begin unless valid credit card information is provided and successfully processed. To avoid delays, please insure that accurate information is provided. Your VISA, MasterCard, Discover or AMEX account will be billed for this report and the charge will appear as TABB INC. on your credit card statement.

If you previously created or an account was created for you, enter your email address (your email address is your username) and password in the appropriate fields. If you forgot your password, use the "FORGOT PASSWORD" option. If you are not sure if you created an account with us, use the "FORGOT PASSWORD" option and enter your email address in the username field. If you have an existing account, a message will appear stating that an email will be sent to the address you entered so that you may create a new password. If the following message appears- "The username you entered does not exist", you do not have an account, you must return to the main page a click on- **ORDER A BACKGROUND INVESTIGATION** to create an account.

BACKGROUND INVESTIGATION:

The background investigation required by Trinitas School of Nursing for students will include a Database Search and TABB INC. has been instructed to conduct a criminal record search in the appropriate jurisdiction(s) where you have lived past and present.

Your background investigation will not be started unless valid credit card information is provided and successfully processed. To avoid delays, please insure that accurate information is provided. Your VISA, MasterCard, Discover or AMEX account will be billed for this report and the charge will appear as TABB INC. on your credit card statement. The **report price** for the background investigation is **\$44.00, plus sales tax** for students who live only in **New Jersey**. The **report price** for the background investigation is **\$94.00, plus sales tax** for students who live only in **New York**. If you have lived in more than one state and have more than one last name, additional charges will be added for each state searched and may be added for each last name searched. The Office of Court Administration in New York charges **\$68.00** per name to conduct the criminal check in this state. If you have more than one surname, there will be an additional charge of **\$68.00** if you live in New York. If you have lived in more than one state, TABB INC. is required to conduct a criminal check in any additional state. TABB INC. will charge \$12.00 for each additional criminal search we conduct after the first search plus state any fees incurred to conduct the criminal check. The total amount billed to your credit card cannot be provided at this time until we determine the number of states to be searched. A completed copy of your report will be send to Trinitas School of Nursing and you will receive an e-mail with the completed copy of the report. The background investigation will take between ten to twenty one businesses days to complete.

ONCE YOU HAVE CREATED AN ACCOUNT WITH TABB INC:

Please save the above link to our website in your favorites. You will be required to access your account as your studies progress to order additional background investigations and drug tests. When accessing your account to order additional reports after logging in, click on “REQUEST NEW REPORTS” along the top row of tabs. Read the instructions on this page and click on “SELECT ANOTHER COLLEGE, PROGRAM OR INSTITUTION”. This will take you to your profile and allow you to choose the appropriate report required by the college at the time. Please be sure to **confirm** the report you have selected. Once a report is chosen, charges will be incurred that cannot be credited if you choose the wrong option. On the confirmation page, be sure to click on “send request” on the bottom of the screen. An e-mailed will be sent to you confirming you order and payment.

You will receive emails from TABB INC. advising you of the status of your account and report. Additionally, results of your background investigation will be available to you for the next five years by simply logging into your account with TABB INC. at the above website.

If you should have any questions regarding this process, please contact:

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