

Certiphi Screening, Inc.
Student Information

Before you can start the criminal background check process you must first be given authorization. To do this, your program coordinator will provide Ashley Lopez in the CHHS Advising Center with your name, student ID, date of birth, and UNC Charlotte email. This information will then be sent to Certiphi Screening. They will then notify you by email that you've been authorized to complete the criminal background check and will provide you with instructions on how to continue the process. **You must receive email authorization before you can start the criminal background check.**

The email you receive from Certiphi Screening (Application Station) will be as follows:

The University of North Carolina at Charlotte has asked that you use Application Station – Student Edition to complete a background investigation. To do so, please follow the instructions below:

1. Type the following link into your browser: <http://www.applicationstation.com>
2. Enter the Code: **UNCCCHHS** in the Application Station Code field.
3. Create an account for yourself by clicking the “SIGN UP NOW” button. If you have previously created an account, simply click the “SIGN BACK IN” button to login using your Username and Password.
4. Follow the instructions on the Application Station website to complete your background investigation order.

If you have any questions pertaining to the criminal background check process, please contact Jessica Smith, Certiphi Student Screening Account Manager via email at jessmith@certiphi.com. If you encounter technical issues with the Application Stations site, please contact Application Support at: 888-291-1369, extension 2006.