



**CastleBranch**

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Ordering your own background check?

Please enter the organization's package code.

You must provide a package code.

Package Code:

SV50 (Southwest Florida Public Service Academy)

SV50	<u>Submit</u>
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If you do not know the package code, please contact Customer Service at (888) 723-4263 or [customerservice@castlebranch.com](mailto:customerservice@castlebranch.com)

If you successfully complete the process you will receive an order confirmation. Follow the instructions at the bottom of the page.



EXAMPLE  
Order Confirmation

Date of Order: October 13, 2016

School Name: Southwest Florida Public Service Academy

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**Personal Information:**

Name: .....  
Order Number: 9016-1013-1425-2000  
Name on Credit Card: .....  
Credit Card Number: \*\*\*\* \*  
Expiration Date: 06/2020

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Package - SV50 : 35.00

Drug Test

Total Price: \$35.00

**Additional Information:**

There is no additional information for this package. If you are having difficulty with your online order, please contact Customer Service.

**Important Drug Test Information:**

Your drug testing form will be available to you within 24 business hours. You will either receive an email from myCB with your registration form attached or you will receive a notification to return to your CastleBranch account and read the instructions within your Drug Test To-Do List.

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Log into your myCB account by going to [castlebranch.com](http://castlebranch.com) and entering your username (the email used during order placement) and your secure password OR download the myCB app to your smartphone. For assistance, use the Need Help? menu within your account.