

**JFK Muhlenberg  
Harold B. and Dorothy A. Snyder Schools  
Student Background Report**

Dear Student:

To insure the safety of all patients, all students must undergo a criminal record search. JFK Muhlenberg Snyder Schools has chosen TABB INC., an agency specializing in pre-employment background investigations for the medical community, to conduct the checks for their students. Student Background Reports are done every year. It is strongly suggested that you place your order three (3) months before it expires every year.

**BACKGROUND INVESTIGATION ORDERING PROCESS:**

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

Please visit the following link: <https://www.backgroundinvestigationsbytabb.com/studentindex.aspx>

If you have not previously created an account with us, please click: **OPEN AN ACCOUNT AND ORDER**

Enter the fields in the student registration form and include the Program Identifier for JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools to complete the proper requirements.

**Program Identifier: Muhlenberg**

**Your account with TABB will allow you to:**

- Order and view the progress of your background investigation
- Review the results of your background check, which will be available to you for the next five years by simply logging into your account with TABB INC. at the above website
- Once an account has been created, your email address is your username. If you forget your password, use the forgot password option.
- JFK Muhlenberg School administrators will have access to results of your criminal background report

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. You will not be able to attend clinical without the completed report.

## **Initial Background Report**

When you are notified for the first time that a background investigation is required, you must order the JFK Muhlenberg Snyder Schools Initial Background report when you access our site. This report will include a Federal Criminal search of the US District Court, a database search that will develop all addresses where you have lived as an adult. TABB INC. has been instructed to conduct a criminal record search in the appropriate jurisdiction(s) where you have lived both past and present. If you are an out of state resident, a New Jersey Statewide search will be added to your report.

The **minimum report price** for the INITIAL BACKGROUND INVESTIGATION is **\$49.00** plus sales tax for students who have only lived in **New Jersey**. TABB INC. is required by the school to conduct a criminal search in New Jersey as well as the current state in which you reside if you are an out-of-state student. The **minimum report price** for the background investigation is **\$129.00** plus sales tax for students who live in **New York**. Please note. 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. Other states around the country charge between \$10.00 and \$25.00 to conduct criminal record checks. 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 actual charge for your background investigation will vary depending on the number of states searched. Please be advised**, the background investigation may take up to fourteen business days to complete. Please allow sufficient time for the background report to be completed. The background investigation report will be available to the School.

## **Annual Background Report**

You will be notified each year that you must order an ANNUAL REPORT. The **minimum report price** for the ANNUAL REPORT is **\$31.00** plus sales tax for students who live in **New Jersey**. TABB INC. is required by the school to conduct a criminal search in New Jersey as well as the current state in which you reside if you are an out-of-state student. The **minimum report price** for this background investigation is **\$111.00** plus sales tax for students who live in **New York**. 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. Other states around the country charge between \$10.00 and \$25.00 to conduct criminal record checks. 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

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:

Janet Cillo-  
College Account Manager  
908-879-4816  
[janetcillo@tabb.net](mailto:janetcillo@tabb.net)