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**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.

TABB INC. developed a web-based reporting system that will allow you to create an account with us to meet your requirements.

Step 1- Create an account with us

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.**

When prompted enter the following program identifier: **Program Identifier: MUHLENBERG**

Step 2- Order criminal search

JFK Muhlenberg Snyder Schools has two requirements from which to choose based upon your schools requirements. Failure to order the correct report may prevent you from attending your clinical.

- **Your First Initial Background Report**
- **Annual Background Report**

Once you have successfully created an account, please click on the navigational bar "Order Background Check / Drug Test". There will be two report options from which to choose. If this is your first background report with TABB Inc., choose Your First Initial Background Report. If you have already had your Initial Background Report conducted with TABB Inc., choose the Annual Background Report. Do not choose both the Initial Report and Annual Report at the same time.

Your account with TABB will allow you to:

- Order and review the progress and results of your background investigation
- Results will be available to you for the next seven 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.
- Enter the Program Identifier: **MUHLENBERG**
- Receive emails from TABB INC. advising you of the status of your account and report.
- Your school administrators will have access to results of your criminal background report

Step 3- ORDERING THE BACKGROUND INVESTIGATION:

Your First 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 **\$156.00** plus sales tax for students who live in **New York**. The Office of Court Administration in New York charges **\$95.00** per name to conduct the criminal check in this state. If you have more than one surname, there will be an additional charge of **\$95.00** 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 state we research plus mandatory state criminal search fees. Other states around the county charge between \$10.00 and \$25.00 to conduct criminal record checks. **The actual charge for your background investigation will vary depending on the number of states searched.**

ANNUAL REPORT:

The **minimum report price** for the ANNUAL REPORT is **\$42.00** plus sales tax for students who live in **New Jersey**. TABB INC. is required by the University 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 annual search includes a Federal Criminal search of the US District Court. The **minimum report price** for this background investigation is **\$149.00** plus sales tax for students who live in **New York**. The Office of Court Administration in New York charges **\$95.00** per name to conduct the criminal check in this state. If you have more than one surname, there will be an additional charge of **\$95.00** if you live in New York.

Important notice for New York State residents and former NY residents

The New York Office of Court Administration in New York charges TABB INC. **\$95.00** per name to conduct the criminal check in this state. If you have more than one surname, there will be an additional charge of **\$95.00**. This charge is passed on to students at our cost. This cost cannot be avoided if you live in New York.

The background investigation will take between five to ten businesses days to complete depending on the state(s) where the criminal search is conducted.

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

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College Account Manager
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