



# BACKGROUND RESEARCH SOLUTIONS

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## Background Screening Instructions

1. Go to [br-solutions.net](https://br-solutions.net)
2. Locate the School tab in the Menu Bar
3. From the drop down select your respective school then program of study.
4. Follow listed instructions, "The accuracy of the completed reports depends on the accuracy of the submitted information, so please verify all information before submission", click Continue to Next Step.
5. Fill in Required Demographics and click Continue to Next Step
6. Select Box. .... I consent to digital signatures and authorization, and I authorize this background check to be performed on me, then click Continue to Next Step - Review/Sign Forms.
7. Click on Applicant Release, sign form with mouse on a computer/laptop, Finger/Stylus on a phone/tablet/touch pad laptop, save signature and click Continue to Next Step.
8. Fill in Payment Information with a debit or credit card only (reloadable payment cards are not accepted by the processing system) and submit to process report.
9. Successful submissions will provide a six-digit ID#.
10. Students will receive a notification that their report is complete, but no action is necessary on their part. The completed report will be emailed directly to program director.