

## HOW TO GET YOUR BACKGROUND CHECK

*It is the volunteers responsibility to provide Rising Hope Farms with a valid background check.*

### **About CastleBranch**

CastleBranch is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by Rising Hope Farms.

### **Order Summary**

#### **Required Personal Information**

- In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

#### **Payment Information**

- At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. **The cost of the background check is \$12.50.** Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.

### **Place Your Order**

Go to: [www.CastleBranch.com](http://www.CastleBranch.com) and enter package code: RQ26. You will then be directed to set up your CastleBranch account.

### **View Your Results**

Your results will be posted directly to your CastleBranch account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety.

### **Print Your Results**

After you receive your results, go to the Document Center/My Documents, print a copy of the results and bring your results to Rising Hope Farms.