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|  **College of Arts and Education** |
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Instructions for Background Check

Go to: <https://www.castlebranch.com/online_submission/package_code.php>

(This portal takes you directly to Oklahoma Panhandle State’s account – use Google Chrome or Firefox only.)

Follow these steps:

* Package code is OK48 for new background and OK48RE for renewal backgrounds
* Click on **Submit**
* Click on the box that says, I have read this information.
* Review the information then click on the box that says, I have read, understand, and agree to the Terms and Conditions of Use.
* You can then complete all of your personal information along with your payment information.
* The cost is $39 (for new background check) or $17 (for a renewal of background check).

**Notes**

* You do **NOT** need to order a badge or rush your order.
* You are **NOT** ordering your background check for clinicals.
* Do **NOT** purchase any additional items, just your background check.
* Your cost will be **$39** if you have **never purchased** a background check from CastleBranch.
* Your cost will be **$17** if you are **renewing** a previous background check from CastleBranch.

Please call Mandy Batenhorst at 580.349.1414 or email me at fieldplacementoffice@opsu.edu if you have any questions or concerns about ordering or renewing your background check.