



Academic Student INSTRUCTIONS

VALIDITY
screening solutions

School: _____

Academic Field: _____

Visit URL to begin: _____

Locate your needed package by selecting the BEGIN link

Please make sure you only select the package required as there will be NO REFUNDS

1

Enter your email address and select
CONTINUE



2

An authentication message will be
dispatched to your email.
Follow the link in the email to
enter your basic information select
CONTINUE



3

Select **START** to continue
with the application



4

Complete information in required
sections of application, click next
to move through each section.
Ensure all sections reflect
complete in the review



5

Read the “notice” and check the
confirmation box; click **NEXT** to
continue



6

Read the “Summary of Rights under
the Fair Credit Reporting Act” and
check the box; click **NEXT**



7

Complete the Disclosure and enter
your signature in the electronic
signature box; click **NEXT**



8

Complete the required fields
on the Authorization and enter
your signature in the electronic
signature box; click **NEXT**



9

Select **SUBMIT** to complete
application. *Failure to click
submit will delay the processing
of your screening



- Credit Card payment options: Discover, MasterCard or Visa
- Authorized pending payment receipt will be emailed upon submission to email provided in your application

If you have any questions, please contact Validity Screening Solutions Client Services Team.

Phone: 866-920-5995 | Email: clientservices@validityscreening.com

Students are responsible for any additional court related third-party fees over \$10. Upon review of your address history, if applicable, a team member will reach out to collect the additional cost via a credit card authorization form.

**Please Note: New York criminal searches are an additional \$95.