



# **FORT HAYS STATE UNIVERSITY**

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## **OFFICE OF FIELD EXPERIENCES AND LICENSURE**

### **CRIMINAL BACKGROUND CHECK INSTRUCTIONS**

Go to the secure link: <https://www.ejobapp-validityscreening.com/p/fhsuteacher1896>

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

1. Enter your email address and select **CONTINUE**. Enter your first and last name and select **REGISTER**
2. An authentication message will be dispatched to your email. Follow the link in the email to enter your basic information and select **CONTINUE**.
3. Select **START** to continue with the application
4. Complete information in the required sections of the application and click next to move through each section. Ensure all sections reflect complete in the review.
5. Read the “**notice**” and check the confirmation box; **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 the application. **\*Failure to click submit will delay the process of your screening.**

\* Credit Card payment options: Discover, MasterCard, or Visa

**\*Cost is \$39.00 plus a \$2.00 administrative fee**

\* Authorized pending payment receipt will be emailed upon submission to the email provided in your application.

**Your results will not be released to your institution until you successfully submit your request and payment to Validity.**

Results will be forwarded to **Fort Hays State University**. Instructions on how to access your completed report via your profile page will also be sent via email once your profile has been submitted.

***Please contact Validity Screening Solutions with technical questions at 91-322-5927, toll-free at 866-920-5995, or via email at [clientservices@validityscreening.com](mailto:clientservices@validityscreening.com)***

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Students are responsible for any additional court-related Screening 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

Last Updated 1/8/2026