



**Eastern Illinois University**  
**College of Education**

**Student Instructions - Background Screening Application**

EIU requires a background check on participants of the EIU College of Education Program. If you have any questions about the background screening process, please contact:

College of Education  
Eastern Illinois University  
(217) 581-2524  
[bcrienbolt@eiu.edu](mailto:bcrienbolt@eiu.edu)  
1420 Buzzard Hall  
600 Lincoln Avenue  
Charleston, IL 61920

OR

Bushue Background Screening  
P.O. Box 89  
Effingham, IL 62401  
Phone: 217-342-3042  
Fax: 217-342-5653  
Office hours: Monday-Friday, 8 a.m.-5:00 p.m.  
[info@bushuebackgroundscreening.com](mailto:info@bushuebackgroundscreening.com)

\*This process is mobile-friendly, but we suggest you begin with a decently-sized screen, desktop or laptop, and solid internet connection.



**Step A:**

Click on the background screening link - [EIU COE Criminal Background Check](#). The background screening link can also be found online at: <https://www.eiu.edu/coe//index.php>

**Step B:**

You will be directed to a webpage that informs you of your rights as a consumer and asks you to provide your personal information. Please type in all information and click "Next". Shown below.

**Eastern Illinois University - College Of Education: Background Screening Instructions**

In connection with your enrollment with Eastern Illinois University, you have agreed to authorize to a background screen.

To ensure that your rights are protected, this investigation will be conducted by the following Consumer Reporting Agency:

**Bushue Background Screening**  
P.O. Box 89  
302 East Jefferson  
Effingham, IL 62401

Phone: 217-342-3042

This investigation will be conducted in compliance with federal law, which provides specific protection to you, as stated in the following document:

Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)  
prepared pursuant to 15 U.S.C. Section 1681-1681u.

[Click here now to read the above mentioned document.](#)

On the next page, you will be guided through the process of signing an FCRA Compliant DISCLOSURE AND AUTHORIZATION form authorizing this background investigation by Bushue Background Screening. If you have any questions about the process or your rights in this matter, please contact Bushue Background Screening at (217) 342-3042 or email [info@bushuebackgroundscreening.com](mailto:info@bushuebackgroundscreening.com)

**You will be required to make a \$34.00 payment. Please have a credit or debit card ready. You can also mail in the payment by money order or cashier's check to Bushue Background Screening P.O. Box 89 302 East Jefferson Effingham, IL 62401. To proceed, please complete EVERY field requested below, then click NEXT:**

Legal First Name(s)	<input type="text" value="Test"/>	
Legal Middle Name(s)	<input type="text" value="Test"/>	
Legal Last Name(s)	<input type="text" value="Test"/>	
Email Address	<input type="text" value="test@test.com"/>	EMAIL ADDRESS IS REQUIRED Numbers only or (XXX) XXX-XXXX (Home Residence)
Phone Number	<input type="text" value="123-345-6789"/>	
Permanent Street Address	<input type="text" value="123 Main St."/>	
City	<input type="text" value="Charleston"/>	
State	<input type="text" value="IL"/>	Full State Name or Abbreviation
Zip Code	<input type="text" value="61920"/>	
Social Security Number (SSN)	<input type="text" value="111111111"/>	999999999 or 999-99-9999 format
Birth Date (DOB)	<input type="text" value="11111111"/>	MM/DD/YYYY format

**NEXT**



**Step C:**

After clicking next, you will be directed to a new page in which you will be given instructions on how to sign a disclosure and authorization form. Click “Sign Forms” as shown below and highlighted with a yellow box:

**READ ME - FULL INSTRUCTIONS FOR THIS PAGE**

**STEP 1:** Click on the link below **SIGN Forms** to authorize this background investigation. You will be applying a legally binding electronic signature with Adobe EchoSign. Once you have signed the Forms, you will be returned to this page. A copy of the Forms will be emailed to you.

**STEP 2:** To complete the process, review the **FINAL STEP - Authorization to Proceed:** at the very bottom of this page. If you agree, **ENTER ORDER** to complete the process.

UPLOAD DOCUMENTS (.gif, .jpg, .png, .pdf, .tif, only)

Forms **SIGN Forms** (Click only once - this may take a few seconds.)

ENTER ADDITIONAL DATA

Carefully read the disclosure and authorization language. If you agree to consent to the background check click in the signature box shown below:

Next, sign your name by typing it in on your keyboard or by tracing your signature with your finger/stylus (if you’re on a touchscreen device). Then, click “Apply”.

**Eastern Illinois University – College of Education**

**DISCLOSURE FOR CONSUMER REPORTS**

**READ CAREFULLY BEFORE SIGNING**

**Eastern Illinois University – College of Education** (“end-user”) has contracted with Bushue Background Screening in connection with my application for employment, volunteerism, contracted services, tenancy, enrollment, acceptance into a program, and/or other reasons. I understand consumer reports will be requested by you the end-user. These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, judgments, bankruptcy proceedings, evictions, criminal records, fingerprint records etc., from federal, state, and other agencies that maintain such records.

I understand the end-user can use this disclosure in connection to obtaining consumer reports throughout my employment, volunteer services, contracted service, tenancy, enrollment, etc. with the end-user.

**\* Click here to sign**



Type Signature



Neil Armstrong

Clear

Close Apply

To complete the signature process, click “Click to Sign” to finish Step C.

Signature: Neil Armstrong  
Neil Armstrong, 9/16/19, 2019

Email:

*I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document*

Click to Sign



**Step D:**

You will then be directed back to the previous screen. Review the terms and conditions shown at the bottom of the page. If you understand and agree, checkmark the box “I agree” and click “Submit Order”

**FINAL STEP- Authorization to Proceed**

I agree that I have been provided with and have read a copy of the Summary of Your Rights Under the Fair Credit Reporting Act. [Click here to review your rights under the FCRA.](#)

I certify that I have read and signed the Disclosure and Authorization provided by Eastern Illinois University.

I understand I will be prompted to make a valid credit or debit card payment on the following page and if I prefer to make payment by money order or cashier's check, I will reach out to BBS to coordinate that payment. If I do not make payment, I understand that my background check will not be completed and my enrollment in the College of Education at EIU could be effected.

I agree

I do NOT agree

**ENTER ORDER**







**Step E:**

To checkout, click “Click Here to Pay”.

Department	Recruiter	ApplicantID	Name	Date	Type	Amount
Secondary & K12 Programs		201902153000072	Armstrong, Neil	02/15/2019	BHR Basic #1 (Non-Employment)	\$1.00
Secondary & K12 Programs		201902153000072	Armstrong, Neil	02/15/2019	Applicant Total	\$1.00


  

Invoice	201902153000072	1.00
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**Click Here to Pay**

Click on the PayPal logo to make payment and complete the order.

If you have a PayPal account and choose to checkout with PayPal, please sign-in. If you chose to checkout without PayPal, click on “Pay with Debit or Credit Card”.

🛒 \$1.00 USD

## Pay with PayPal

Enter your email address to get started.

Email

**Next**

Use mobile number instead

or

**Pay with Debit or Credit Card**

Lastly, if you choose to checkout by not signing into PayPal, you will be asked to enter your payment information. Shown below.



**PayPal** 🛒 \$1.00 USD

### PayPal Guest Checkout

We don't share your financial details with the merchant.

Country  
United States

VISA

Card number

Expires CSC

First name Last name

**Billing address**

Street address

Apt., ste., bldg.

City

State ZIP code

Ship to my billing address

**Contact Information**

Phone type Mobile Phone number +1

Email ?

**Pay Now**

PayPal is the safer, easier way to pay

No matter where you shop, we keep your financial information secure.

If you have any issues when making payment, you are free to call the Bushue Background Screening office at 217-342-3042 to make payment over the phone. If you have any further questions, please call or email Bushue Background Screening at 217-342-3042 or [info@bushuebackgroundscreening.com](mailto:info@bushuebackgroundscreening.com)