



## ENGLANDER INVESTIGATIONS

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PI-22024

### Background Check Instructions

Please follow these instructions to assist you with completing the request for the required background check and drug screen as requested by the College of the Desert – Health Sciences Department.

- 1) Log on to <https://englanderinvestigations.com>
- 2) Go to Forms
- 3) Go to **Request Healthcare Investigation Form**
- 4) Firm -- Enter: **COLLEGE OF THE DESERT (HEALTH SCIENCES)**
- 5) Address -- Enter: **43-500 MONTEREY AVE, PALM DESERT, CA 92260**
- 6) Phone -- Enter: **760-773-2578**
- 7) School – **College of the Desert**
- 8) E-Mail -- **Enter your personal email address here**
- 9) Specific Service Requirements: Check – **(Background) (Drug Screening) (Both)**
- 10) Subject of Investigation – **All your information goes here**
- 11) Alias; **Other names that you have used (maiden previous married name etc.) – not a nickname**
- 12) **Authorization and Release Area**
- 13) Enter College of the Desert
- 14) Enter your name and info
- 15) Reason for Background Check - Enter: **REQUIRED FOR CLASS (enter one: RN, LVN, or CNA)**
- 16) Check the box for female or male
- 17) Check the box to indicate that you agree with the Authorization and Release Statement
- 18) Pay by credit card.

Please check to make sure that you have entered everything correctly and that the emails listed are correct.

**Englander Investigations will complete the required investigative requests and will send you the results via US Mail once everything has been completed. You will be required to submit the original results letter to the College of the Desert Health Sciences Office.**

If you have any questions please contact our office at (805) 529-5288 or via e-mail at [info@englanderinvestigations.com](mailto:info@englanderinvestigations.com).