



ENGLANDER INVESTIGATIONS

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PI-22024

Background Check and Drug Screen Request 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 – PTA Program.:

- 1) Log on to <https://englanderinvestigations.com>
- 2) Go to Forms
- 3) Go to Request Healthcare Investigations
- 4) Firm -- Enter: **COLLEGE OF THE DESERT (PTA program)**
- 5) Address -- Enter: **43500 MONTEREY AVE, PALM DESERT, CA 92260**
- 6) Phone -- Enter: **760-565-4839**
- 7) E-Mail -- **Enter YOUR e-mail address.**
- 8) Specific Service Requirements: Check -- **Both**
- 9) Subject of Investigation -- **Enter all of your information**
- 10) Authorization and Release -- Enter: **COLLEGE OF THE DESERT / PTA PROGRAM**
- 11) Name of Person requesting information -- Enter: **YOUR NAME**
- 12) Reason for Background Check -- Enter: **REQUIRED FOR CLASS**
- 13) Check the box for MALE OR FEMALE
- 14) Check the box to indicate that you agree with the Authorization and Release Statement
- 15) Make Payment

- 16) **Englander Investigations will send you (via e-mail) information for the laboratory which will conduct the drug screen along with directions to the laboratory within 1-2 working days, (OFFICE IS CLOSED WEEKENDS AND HOLIDAYS) (PLEASE NOTE THAT THE DRUG SCREEN FORM WILL BE VALID FOR A LIMITED TIME AND THAT YOU MUST COMPLETE THE DRUG SCREEN PROMPTLY.) All Applicants must use the laboratory we contract with (you will not have to pay an additional fee at the time of the drug screen if you use our laboratory). Failure to use our laboratory will result in additional charges for which Englander Investigations will bill you an additional \$50.00.**

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 PTA Office.

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