



UNIVERSITY OF WISCONSIN
WHITEWATER

COLLEGE of EDUCATION AND
PROFESSIONAL STUDIES

The University of Wisconsin-Whitewater College of Education and Professional Studies requires a criminal background check conducted through Castle Branch for all students working in the field. The comprehensive background check includes a residency check, nationwide criminal background check, and a national criminal database.

Prior to field-based placements, students are required to conduct their own background check at an initial cost of \$43. Each consecutive background check will cost \$19. There is an installment option. The results will be available to the student, the university, and other agencies and institutions.

Instructions:

1. Visit https://www.castlebranch.com/online_submission/package_code.php
2. In the PLACE ORDER box indicate UW-Whitewater package code:
 - a. Initial Check: UG82
 - b. Recheck: UG82re (only to be used for follow up background checks)
3. Review information and check agree to terms. Select CONTINUE ORDER.
4. Enter your personal information. Double-check all information for accuracy.
5. Complete your payment, create a login, and finish your order.
6. An automatic email will be sent to the email address you provided indicating that your background check has been requested.
7. Within two weeks, you will receive an additional email indicating that your background check has been completed.
8. Log back in to view, save, and print your results.
9. The UW-Whitewater College of Education and Professional Studies will receive your results from Castle Branch and will distribute them to your field-based site. If there is history present on your background check, you will be notified by the Office of Field Experiences via email with further information in regards to composing a letter to accompany your background check. If you are not contacted, no further action on your part is required.

If you have any questions or concerns about this process, please contact the Office of Field Experiences at (262) 472-1123 or fieldexperiences@uww.edu.