

**New Orleans Baptist Theological Seminary**  
**Criminal Background Check Information and Authorization – Doctor of Musical Arts Program**

**Procedure**

On application to any program, the student must submit to a Criminal Background Check and a CastleBranch.com background review. This includes, but is not limited to, a review of County of Residence Criminal Records, Residence History (last 7 years), Social Security Verification, Nationwide Sexual Offenders Registry Scan, and Nationwide Criminal Database. The background check does *not* include a credit history check. The cost for the background check is paid directly by the applicant to CastleBranch.

**Background Check Authorization**

*I do hereby authorize verification of all information in my admissions application. I also authorize a criminal behavior and sexual misconduct check to be conducted by any duly authorized agent of CastleBranch to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature. I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by New Orleans Baptist Theological Seminary and Leavell College and CastleBranch for identification purposes and for the release of information which will be considered in determining any suitability for admissions. I certify that I have made true, correct, and complete answers and statements on my admissions application, on any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for admissions to New Orleans Baptist Theological Seminary and Leavell College. I authorize without reservation, any party or agency contacted by CastleBranch to furnish the above-mentioned information.*

*I have the right to make a request to CastleBranch, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which CastleBranch has previously furnished within the two year period preceding my request.*

*I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of admission to New Orleans Baptist Theological Seminary and Leavell College. Further, if while a current student and any information that was not disclosed on the application material or any supplements is discovered, it will be sufficient grounds for suspension or possible expulsion, without a hearing at the sole discretion of the President on NOBTS or his designee in his absence.*

***By clicking the link below and executing the criminal background check, I signify that I have read and agreed to the above authorization statement.***

Go to <http://www.castlebranch.com> and enter package code **NP12**

**Enter the required personal information, agree to the terms of service, and set up your account.**

**At the end of the online order process, you will be asked to pay the background check fee.  
You may use VISA or Mastercard to pay this fee.**

## **Criminal background check information**

In order to facilitate student admission to New Orleans Baptist Theological Seminary and Leavell College it is necessary to conduct background checks for all applicants for on-campus studies and most distance learning students. This background check is performed by CastleBranch, a consumer reporting agency, with a report provided to the institution's Admissions Office. A copy of the report is available to the applicant through the online service portal of CastleBranch.

Each applicant must authorize New Orleans Baptist Theological Seminary and Leavell College to obtain a background check in order to satisfy the admission requirements as set by the institution. The information provided through the background check will be used in making admissions determination by the Admissions Committee of the institution. The only exclusion to the background check will be special exemptions made for certain online and non-degree students, namely students in online-only non-degree seeking programs and off-campus certificate programs. This exemption is monitored by the Admissions Office, which has the right to administer the exemption as necessary.

Students must clear a criminal background check before admission. Failure to undergo the background check will result in exclusion from admission consideration. If the background check indicates criminal behavior the student may not be awarded admission to the institution. Please be forthcoming about any criminal history in your admission application. A conviction may not be a permanent barrier to admission. Simply being honest about one's past can potentially answer questions about character that arise based on the report. All decisions on whether or not to grant admission to New Orleans Baptist Theological Seminary (hereafter NOBTS) are at the sole discretion of NOBTS acting through the Admissions Office or their designee. Furthermore, any officer or administrator of NOBTS is specifically authorized to review any and all reports generated by CastleBranch or a future designated such company.

### **What if there is a conviction on the report?**

The student is allowed by law to examine the report and will be allowed to dispute any findings contained in it. If a conviction was wrongly reported, the student may request that the report be amended to change this mistake. However, the occurrence of such errors is very infrequent, therefore, NOBTS reserves the right to order further investigations as it deems are warranted under all the circumstances.

Again, a conviction may not be a permanent barrier to admission. Simply being honest about one's past can potentially answer questions about character that arise based on the report.