



# Emergency Medical Technician & Phlebotomy Background Check Instructions

1. Go to [www.cbirecordscheck.com](http://www.cbirecordscheck.com)
2. Click on Individual Search
3. Check the "I have read and agree" box and click continue
4. Fill in the information page and click continue
5. Proofread information entered
6. User Information is who you wish the report sent to. If you choose to have it sent directly to TCR: [admissions@tcr.edu](mailto:admissions@tcr.edu), 1765 Hwy 50, Delta, CO 81416
7. Billing Information ( address must match address listed) Click continue
8. Actual Record, it may take a few minutes to process. You can print, save or file.