

Directions for background checks and obtaining a NEW name badge

Go to the Protective Services Department, located in the lower level of the **South Parking Garage**. They are open **Monday-Friday 0700-1630**, **Closed for Lunch from 11:45pm-1pm**.

Before obtaining your CCHMC badge, you will need to complete an online background check and sign up for an appointment.

To complete this, scan the code or go to this website [Applicant Portal](#)



Steps:

- Start a New Application
- Read the agreement statement and check the box
- Select continue
- Choose **Protective Services (No Renewal Checks)** (Second Option)
- Select the **date** provided by your school/instructor. **Date and Time selected is your Appointment for Badging.**
- Choose a time (this time slot may be told to you by your clinical instructor)
- Select your Applicant Type-CCHMC Standard Criminal Check-\$0.00
- Choose your job/volunteer location: **STU Student / Education**
- Select your Vendor: **Student**
- Select continue
- Complete all required information
- Select continue again
- When you receive the page with the **QR code**, take a **picture** of it **or print it** and bring it to your appointment. - You will also receive a copy by email.
- The appointment will tell you to go to the Lincoln location, please **DO NOT** go there, please go to the South Parking Garage, shown on the map

If you select the incorrect date or time, please call Badging directly to update: 636-4378.

You will need to bring with you:

- Social Security Number (you just need to know the number you do not need a physical card)
- Driver's license or passport with picture ID, the actual document (**no paper or electronic copies accepted**)
- License plate number
- Completed the parking form

A member of the Protective Services Department will take your picture, obtain fingerprints, and provide you with a name badge and parking pass.

Badging office is in the South Garage, down the steps at the rear to the basement



Directions to return a name badge

Go to the Protective Services Department, located in the lower level of the **South Parking Garage**. They are open Monday-Friday 0800-1630.

Contact Amy Lukey with questions 513-636-9609