



Adam Safeguard & Inquiry Systems, Inc.

Dear Student/Staff,

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) now requires all healthcare students to have their identity verified and a criminal history search conducted prior to being allowed to participate in any cooperative educational program. In order to facilitate these requirements, NJCU has engaged Adam Safeguard to provide necessary service.

The fee is \$49 for the package selected and includes system usage, indefinite profile storage, Social Security Trace, New Jersey Criminal History Search, a national criminal history search, National Sex Offender Search and an OIG Sanction Search. We are also required to search any locations outside of the State of New Jersey for criminal history as developed by your Social Security Trace – these fees are above the Package Price as outlined below.

- NY - \$75
- PA - \$20
- All other states by county - \$10 each (plus any county court fees, if any)

INSTRUCTIONS:

- Go to www.adamsafeguard.com
- Click on “Student Background” (left hand side/5 up from bottom)
 - You will be required to enter School Code: njcustu

Be sure to include newupdate_automail@adamsafeguard.com in your address book so the completed background report will not go into your spam mail.

PLEASE NOTE:

- The charges on your credit card will reflect the name **Adam Safeguard**.
- For those not utilizing a credit card you should complete the form, print it and send it with a bank check or money order to Adam Safeguard, 1187 Washington Street – Suite #2, Toms River, NJ 08754.

Please note that because of the timeframe involved in the return of the NJ Statewide Criminal History Searches (10 business days) we ask that you do not contact Adam Safeguard with inquiries regarding completion of searches before the 10 day mark. Unfortunately we cannot inquire the status of these reports, nor can we expedite them in any way. If you need to contact Adam Safeguard, please call us at (732) 506-6100.

Although we are approved by NJCU, you are Adam Safeguard’s client. You are entitled to:

- Our support
- Or best service
- As many copies of your profile as you require at no additional cost
- Indefinite profile storage
- Additional information to be provided on how to correct discrepancies
 - If a discrepancy is located in your criminal history search, Adam will provide you with the necessary information regarding correct procedure on how to correct, admit, deny or dispute the claim(s).
 - If a discrepancy is found in your Social Security Trace, we will provide you with the necessary information on how to identify and correct possible fraudulent activity.



Frequently Asked Questions:

- Will I be charged if I have lived outside of NJ? If so, how much?
 - With the Package selected by your educational institution, fees will be charged based upon the locations developed by your Social Security Trace as outlined above

- Will my prior arrest, criminal history, conviction, etc. show up?
 - We do not know what arrests, convictions, etc. will show up until the searches have been run.

- How long does the search take?
 - The search will take about 10 business days to complete if the record is clear. If a hit is recovered, it would take about two, even three weeks to come back depending on the availability of any additional information that may be required to obtain. Unfortunately we cannot expedite this process, nor can we contact the State Police for updates on results.

- What crimes/convictions/arrests will keep me out of the program?
 - The education and/or medical facilities will determine which applicants they will accept and deny based on the Background Report. Adam Safeguard does not have any authority to make these decisions.

- Who will have access to/see my report? My credit card number? My SS Number?
 - Adam Safeguard will have access to all three indicated above. The medical facility will have access to the reports, which will contain your SS Number.

- When/How will the school receive my report?
 - The education and/or medical facility will be directly linked to our system and they will be able to log in and view your report as soon as it is completed.

- What do I do if an arrest/conviction shows up on my report and it is not me?
 - Adam will provide you with information on how to dispute/deny/admit/correct any discrepancies in your criminal history. These are one page forms that can be found on our web site under “JCAHO Compliance”.

- What do I do if an address that isn't mine shows up on my Social Security Trace?
 - You may download a form from the web site listed above that will direct you on how to correct any discrepancies found in your Social Security Trace.