



# CertifiedBackground.com

## Student Instructions/Custody & Control Re-Order Form

Please use this order form to re-order your forms. Complete the required information and mail or fax back to 910-772-1528. You will receive your new forms in 5-10 business days.

All Information is Required

Organization Name \_\_\_\_\_ Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Package Code \_\_\_\_\_

Mailing Address: Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Number of Hard Copy Student Instruction Forms Needed \_\_\_\_\_

Number of Hard Copy Custody & Control Forms Needed \_\_\_\_\_

Please Send Me a PDF Version of the Student Instruction Form Via Email \_\_\_\_\_

(Email Address Required)

Additional Comments or Instructions:

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Please note: If you have more than one package code, you will need to complete a new form for each order.

**Fax to:**  
910-772-1528

**- OR -**

**Mail to:**  
CertifiedBackground.com  
PO Box 1699  
Wilmington, NC 28402