

# COLUMBUS STATE

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## COMMUNITY COLLEGE

### Emergency Medical Services Program-Fingerprint & Drug Screen Process

#### Before You Begin:

- A valid email address is REQUIRED
- You must be near a printer to print 2 different forms to take with you to **two different sites** after online steps are complete.
- Have your credit or debit information ready in order to process payment. The card will be charged **\$112.25** for the service.

#### Beginning the Process:

1. Log into the website: [www.VerifyStudents.com](http://www.VerifyStudents.com) Click on “Students Start Here”
2. Enter this special promotional code: COLU8435
3. Create a new account by entering all data in the form and click “Register” (if you already have a profile, log in)
4. Complete the profile and e-sign forms as they appear
5. Print Fingerprint Control Form (see sample below)
6. Schedule your drug test-review your authorization form closely because **you will be assigned a very narrow window of time to complete the drug test.**
  - a. Print the Authorization Form (sample below) OR
  - b. Check your email and click the link to show the form on your smartphone

#### After Completing the Online Portion of the Process:

**Drug Testing:** Go to the collection site **listed on the authorization form**

Be prepared to show authorization form and government photo ID, e.g. driver’s license or State ID.

**Fingerprinting:** Bring Fingerprint Control Form and government photo ID to the CSCC designated location:

**Columbus-Fast Fingerprints**  
**1486 Bethel Road (Inside Bethel Centre)**

Columbus, Ohio 43220  
(877) 932-2435

**Hours: 8:00am-5:00pm Monday-Friday, 9:00am-12:00pm Saturday. WALK-INS WELCOME!**  
**\*\*All network fingerprint site locations and hours are subject to change without notice.**