
Background Check PASS Certificate Instructions

Please sign your American Databank background check PASS certificate and submit. Follow the instructions below.

- You will first need to see that the "Maricopa Approval" item on the automatically entered item (after the screening is complete) is set to Pass

American DataBank Background Check		Submitted Date: 7/15/2022	
Submitted Data		Submitted Comments	Administrator's Comments
Date:	7/1/2022		
Maricopa Approval:	Pass		

- At this point, you will need to hit Enter Requirements. Select the Pass Certificate item and click "Complete Form" to open the document

American DataBank Background Check		+ Enter Requirements	Incomplete
Add New Requirement			
<p>American DataBank Background Check: You must order a Background Check through the American DataBank. Once your background check has been completed, it will upload to your account automatically and your pass or fail status will be reflected here. If your Maricopa Approval status is Pass, you must then complete the Background Check Pass Certificate electronically below.</p>			
Select a requirement:	Background Check Pass Certificate		
fill the form below for:	Background Check Pass Certificate		
Document:	-- SELECT --	Complete Form:	20220408MaricopaCertificateofBackgroundS
Date:	Select a date		
Upload Additional Documents:			

- Use the Green Box under the PDF file to sign the document. Click Save

View or upload your documents

**CERTIFICATE OF BACKGROUND SCREENING
COMPLETION**

This certifies that the associated applicant has **PASSED** the Background Check requirement for Maricopa County Community Colleges District.

The details of the individual completed report results are stored within American DataBank's Complio system and can be provided by MCCCC upon request.

Name Akanksha test DOB 11/3/1990
Signature _____ Date 7/15/2022
Institution MCCCC Faculty

MARICOPA
COMMUNITY COLLEGES

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Sign Here [Clear Signature](#)

Save Close

- Enter today's date and select Submit

The form will automatically approve and you will be compliant with that category.

You will remain non-compliant until this form is sent, and MCE won't have a document synched from the system until you complete this process. If you are still non-compliant for the category but have received the notification that the screening service is complete, this is likely the step you need to complete.

If you have any issues with this, or any other, requirement please contact American Databank at 1-800-200-0853 or support@americandatabank.com.

Updated 08/04/2022