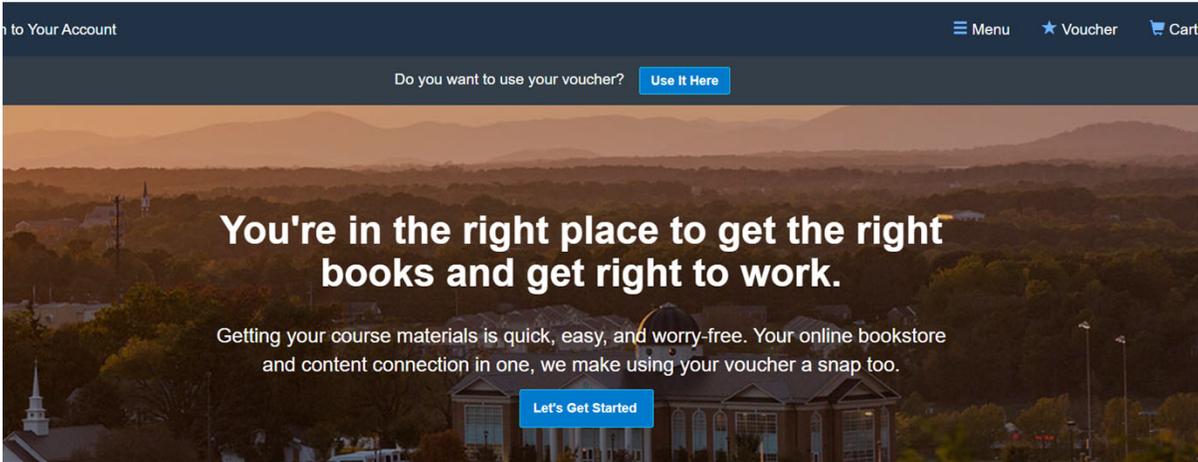


# How to Purchase A Background Check/Fingerprint Package Through ADB

# 1. Enter the Bookstore and click the “Let’s get Started”



## 2. Select your term, program, and course, then click “View Your Materials”

### Getting Started

We've made it really easy to get your course materials. Let's get started.

<input type="radio"/> Summer A Starts between: 05/12/2025 - 08/15/2025	<input type="radio"/> Graduate Program	<input type="radio"/> COUC692-16WK ONLINE Course start: 05/12/2025 - 08/15/2025	<input type="radio"/>
<input type="radio"/> Summer A Starts between: 05/12/2025 - 08/15/2025	<input type="radio"/> Graduate Program	<input type="radio"/> <input type="text" value="Your Course ID"/>	<input type="radio"/>
<input type="radio"/> Your Term	<input type="radio"/> Program	<input type="radio"/> Your Course ID	<input type="radio"/>
<input type="radio"/> Add Another Course			<input type="radio"/>

[View Your Materials](#)

### 3. Select the package that you need:

Package 1: Criminal Background Check with Fingerprints for students with SSN LATEST

Package 2: Criminal Background Check with Fingerprints for students without SSN LATEST

Package 3: Fingerprints Only for Students with SSN LATEST

Package 4: Fingerprints Only for students without SSN LATEST

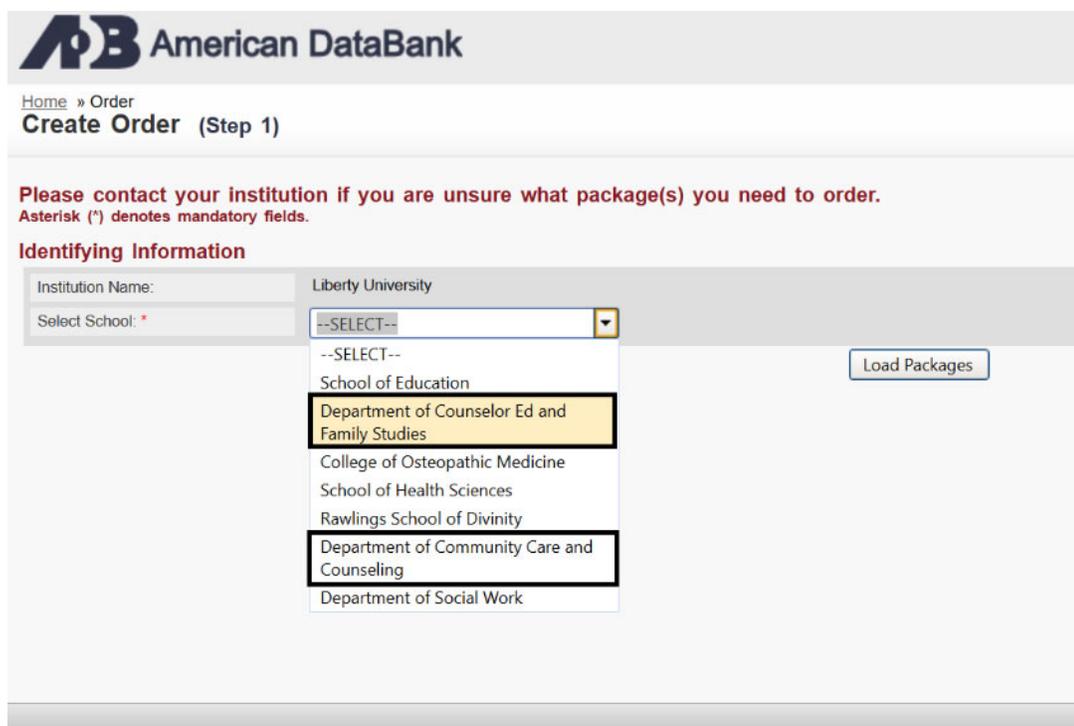
Package 5: Renewal Background Check Only LATEST

7 (Counseling) Criminal Background Check and Nationwide Healthcare Fraud and Abuse Scan for Online Students Completing Placement Outside of the US and Canada

4. Once you have purchased the package through the bookstore, your payment will be processed within 2-3 business days and then you will receive an email with a passcode.

5. Enter ADB using this link: <https://liberty.complio.com/Login.aspx> and create your account

6. You will be prompted to then choose your department:



**ADB American DataBank**

[Home](#) » [Order](#)  
**Create Order (Step 1)**

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**

Institution Name:	Liberty University
Select School: *	--SELECT-- --SELECT-- School of Education Department of Counselor Ed and Family Studies College of Osteopathic Medicine School of Health Sciences Rawlings School of Divinity Department of Community Care and Counseling Department of Social Work

# 7. Then select your program:

**ADB American DataBank**

[Home](#) » [Order](#)  
**Create Order (Step 1)**

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**

Institution Name:	Liberty University		
Select School: *	Department of Counselor Ed and Far	Select Degree: *	--SELECT--

Load

- SELECT--
- Clinical Mental Health Counseling (CMHC)
- Marriage and Family Counseling (MFC)
- PhD: Counselor Education & Supervision (CES)
- School Counseling (SC)

**ADB American DataBank**

[Home](#) » [Order](#)  
**Create Order (Step 1)**

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**

Institution Name:	Liberty University		
Select School: *	Department of Community Care and	Select Department: *	--SELECT--

Load

- SELECT--
- Marriage and Family Therapy (MFT)
- Addiction Counseling Internship (ADCN)

## 8. Once you have selected your department and program, select the package that you purchased through the bookstore:

**ADB American DataBank**

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**

Institution Name: Liberty University  
Select School: \* Department of Counselor Ed and Fa Select Degree: \* Clinical Mental Health Counseling (C)

Load Packages

**Screening**

<input type="radio"/> Package 1: Criminal Background Check with Fingerprints for Student with SSN	<a href="#">View Package Details</a>
<input type="radio"/> Package 2: Criminal Background Check with Fingerprints for Student without SSN	<a href="#">View Package Details</a>
<input type="radio"/> Package 3: Fingerprints Only for Student with SSN	<a href="#">View Package Details</a>
<input type="radio"/> Package 4: Fingerprints Only for Student without SSN	<a href="#">View Package Details</a>
<input type="radio"/> Package 5: Renewal background check only	<a href="#">View Package Details</a>

## 9. Enter the passcode given to you by the bookstore:

**ADB American DataBank**

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**

Institution Name: Liberty University  
Select School: \* Department of Counselor Ed and Fa Select Degree: \* Clinical Mental Health Counseling (C)

Load Packages

**Screening**

<input checked="" type="radio"/> Package 1: Criminal Background Check with Fingerprints for Student with SSN	Passcode <input type="text"/>	<a href="#">View Package Details</a>
<input type="radio"/> Package 2: Criminal Background Check with Fingerprints for Student without SSN		<a href="#">View Package Details</a>
<input type="radio"/> Package 3: Fingerprints Only for Student with SSN		<a href="#">View Package Details</a>
<input type="radio"/> Package 4: Fingerprints Only for Student without SSN		<a href="#">View Package Details</a>
<input type="radio"/> Package 5: Renewal background check only		<a href="#">View Package Details</a>

Once these steps are completed, you will receive an email from American DataBank with the instructions to complete your background check/fingerprint package.

If you have any questions about the purchasing process, please contact us at [COUNBackground@liberty.edu](mailto:COUNBackground@liberty.edu)

If you have any questions about the process of completing your background check/fingerprint package, please contact ADB via email at [support@americandatabank.com](mailto:support@americandatabank.com) or via phone at either 303-573-1130 or 800-200-0853.

If you have a question regarding your payment approval through the bookstore, please contact the bookstore via email at [bookstore@liberty.edu](mailto:bookstore@liberty.edu) or by phone at (800) 325-3252