Luther Seminary has retained the services of Oxford Document Management Company to conduct background checks. You can read about the company and their current clients on their web site.

Follow these steps:

2. Click under “applicants” box.

3. At “client number” box type in the number 519. This is Luther Seminary’s unique number.
4. In “position code” box, select #1. Luther Seminary has only position code called student.
5. You will be asked to verify that you are authorizing your report for Luther Seminary.

6. Complete on-line authorization form. Once the authorization form is submitted, the background check process will begin. The follow activities will happen within a few hours or days of your on-line authorization.
   
i. Oxford Document will verify that your authorization is not a duplicate from your synod, denomination or employer. If so, Oxford will call the Associate Dean of Students at Luther Seminary before proceeding.
   
   ii. Within a few days you will receive a questionnaire from Oxford Document Management Company. You will complete the questionnaire and return it using the pre-paid envelope provided.
   
   iii. Upon completion of the process/report the costs will be added to your account in the business office.

7. Please refer to the policy for other details.
   
   http://www.luthersem.edu/student_services/background_checks.asp