

# BACKGROUND CHECK INSTRUCTIONS



## WHAT SHOULD I BRING?

Bring all items that are necessary to complete your visit successfully, including a current photo ID and your Background Check Authorization Form that was provided to you by your employer.

## WHERE DO I GO?

Bureau of Motor Vehicles of Cuyahoga Falls  
48 E. Bath Rd., Suite 101,  
Cuyahoga Falls, OH 44223

### Hours:

Monday-Friday: 8 a.m. - 5 p.m.  
Saturday: 8 a.m. - 2 p.m.  
Sunday: Closed



## DO I CHECK IN?

Please check in at the front desk to your immediate left after entering the BMV. A representative will need your photo ID and Authorization Form.

## WHAT NOW?

It is time for your drug screening. Drive to:  
Western Reserve Hospital Occupational Medicine  
1900 23rd Street, Suite 404  
Cuyahoga Falls, OH 44223

### Hours:

Monday and Wednesday: 7:30 a.m. - 4 p.m.  
Tuesday, Thursday, and Friday: 8 a.m. - 4:30 p.m.  
Saturday/Sunday: Closed  
Closed All Major Holidays



Bring your  
Drug Screen  
Authorization  
Form provided by  
your employer.

You will complete your drug screen with one of our clinical professionals.  
All results will be presented to your prospective employer.

You will then await further instruction from your prospective employer.



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