

BACKGROUND INVESTIGATION DEPARTMENT REQUEST FORM

Instructions: Department should send this request form, completed and signed, via fax or as a scanned email attachment to the Office of Human Resources (OHR) for processing. **The applicant should submit a signed *Background Investigation Disclosure & Authorization* ("consent") form and a completed and signed *Background Information Form* or *Background & Education Information Form* (whichever is applicable) directly to OHR via fax, mail, or hand delivery.** If a drug/alcohol test is requested, please have the applicant come to OHR to pick up the necessary chain of custody form. Once the results of the background check report are received, OHR will notify the hiring department regarding the applicant's employment eligibility and billing will be handled via journal entry method through the Document ID and PSoft Project number provided on this request.

Please refer to the Board of Regents' Policy on Background Investigations, http://www.usg.edu/hr/manual/background_investigation/, which lists the circumstances of when a background investigation must be conducted and the minimum requirements for the types of searches the investigation must include.

Date of Request:	Unit/Department or College/School:	HR Rep Name:
Applicant Name: (please print)		Job # and/or OHR Recruiter Name:
Dept. Contact Name:	Dept. Contact Telephone #:	Position Title:
Type of Position: <input type="checkbox"/> Regular <input type="checkbox"/> Tech Temp <input type="checkbox"/> Research Faculty/Post Doc <input type="checkbox"/> Retired but Working <input type="checkbox"/> Academic Faculty <input type="checkbox"/> Affiliate (background check optional)		<input type="checkbox"/> External Applicant <input type="checkbox"/> Internal Applicant
Searches/Screenings Requested: (check all that apply) <input type="checkbox"/> Standard New Hire Background Check (\$14.50* plus additional state/county fees) – Mandatory for all new hires <ul style="list-style-type: none"> • Federal Criminal Record Search (\$5) • State Criminal Record Search (\$5* per state plus additional state fees which range from \$0-\$55* depending on the state) - A County record search will automatically be performed if State search is not possible. • Sexual Predator Search (\$2.50) • National SS# Trace/Verification (\$1) • OFAC (Office of Foreign Asset Control) Search (\$1) <input type="checkbox"/> County Criminal Record Search (\$12* per county) – Only check County search if you would like this done <i>IN ADDITION to the State search above.</i> A County record search will automatically be performed if State search is not possible. <input type="checkbox"/> National Criminal Record Search (\$4) - This search is not as comprehensive as a state or county search. It provides a broad scope of criminal records and does not necessarily pick up all County records. This search covers all but LA, DE, and MA. <input type="checkbox"/> Motor Vehicle Record (MVR) Search (\$1 plus additional fee which varies from \$2.80-\$20.30 depending on the state) <input type="checkbox"/> Credit Report (\$2.50) <input type="checkbox"/> Education Verification (\$11*) – Verifies highest degree obtained. <input type="checkbox"/> Professional Licensure/Certification Verification (\$5*) – Per license or certification. <input type="checkbox"/> Drug/Alcohol Test (\$23.50) – <i>This test will be administered through InfoMart.</i>		
DEPARTMENT APPROVAL		
Dept. Authorization (Requester):		PSoft Project #:
Authorized Signature:		Accounting Info/ Document ID:
Comments:		
OHR USE ONLY		
Date Received:		Reviewed By:

* Additional fees may apply. Fees do not include out of pocket expenses such as registry fees, school transcripts, court fees, state fees, and 900# fees to verify education.