

**Instructions:** Department should send this request form and the employee's signed and completed *Background Investigation Disclosure & Authorization* ("consent") form to the Office of Human Resources (OHR) via fax or scanned email attachment for processing. **Please do NOT have the employee submit their consent form directly to OHR without having the P-Card Background Investigation Request Form signed, completed and attached.** OHR will notify Procurement regarding the employee's eligibility to receive a P-Card.

Please refer to the Board of Regents' Policy on Background Investigations, [http://www.usg.edu/hr/manual/background\\_investigation/](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.

<b>Date of Request:</b>	<b>Unit/Department or College/School:</b>	<b>HR Rep Name:</b>
<b>Employee Name: (please print)</b>		<b>Position Title:</b>
<b>Dept. Contact Name:</b>	<b>Dept. Contact Telephone #:</b>	<b>Regular Employee?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Investigation Type: (check one)</b>		
<input type="checkbox"/> <b><u>NEW CARD HOLDER – CRIMINAL &amp; CREDIT CHECK</u></b> (\$17 plus additional state/county fees which range from \$0-\$55 depending on the state/county) <ul style="list-style-type: none"> <li>• Federal Criminal Record Search</li> <li>• State Criminal Record Search</li> <li>• Sexual Predator Search</li> <li>• National SS# Trace/Verification</li> <li>• County Criminal Record Search – A County search will automatically be performed if State search is not possible.</li> <li>• OFAC (Office of Foreign Asset Control) Search</li> <li>• Credit Report</li> </ul>		
<input type="checkbox"/> <b><u>NEW CARD HOLDER – CREDIT CHECK ONLY</u></b> (\$2.50) <ul style="list-style-type: none"> <li>• Criminal check was done on or after July 1, 2002 and is on file - ONLY credit check needed</li> </ul>		
<input type="checkbox"/> <b><u>RENEWAL CARD</u></b> (No cost)		
<b>DEPARTMENT APPROVAL</b>		
<b>Dept. Authorization (Requester):</b>	<b>PSoft Project #:</b>	
<b>Authorized Signature:</b>	<b>Accounting Info/ Document ID:</b>	
<b>Comments:</b>		
<b>OHR USE ONLY</b>		
<b>Date Received:</b>	<b>Reviewed By:</b>	

*NOTE: Billing for New Card Holder requests will be handled via journal entry method through the Document ID and PSoft Project number provided on this request. Departments will not incur any costs associated with Renewal Card requests.*