

Background Check Request Form

Background Check Request for:

- ☐ Benefited Employee
- ☐ Non-Benefited Employee
- ☐ Volunteer
- ☐ Special Community Member
- ☐ Work Study

Please note: background checks may only be performed on your **final candidate** for all benefited and non-benefited positions.

Name of candidate/volunteer:

DU ID (if applicable):

Email address of candidate/volunteer:

Position Title for candidate/volunteer:

Division:

Department Name:

Please select one of the following background check request options appropriate to the job requirements:

- ☐ **Criminal** - Criminal Felony & Misdemeanor - all counties as revealed by SSN Trace, SSN Trace - per applicant.
- ☐ **Criminal only** - Criminal Felony & Misdemeanor - **only** for volunteers or international candidates who do not currently have a SSN. Please note: all of the individual's foreign passport (F94) and (as applicable) DS-2019 or I-20 must be submitted to Human Resources at time of background check request if living in US currently or upon arrival to DU if currently abroad.
- ☐ **Annual MVR** - MVR checks will only be run on positions required to drive for University business and/or operate University vehicles. Defensive driving course must also be taken through Risk Management.
- ☐ **Criminal + Credit** - Credit - per applicant, Criminal Felony & Misdemeanor - all counties as revealed by SSN Trace. Please Note: Credit checks will only be run on positions with a high level of financial responsibility (i.e. budget management, etc.).
- ☐ **Criminal + Motor Vehicle Record (MVR)** - Criminal Felony & Misdemeanor - all counties as revealed by SSN Trace, MVR Report - per state. Please Note: MVR checks will only be run on positions required to drive for University business and/or operate University vehicles and Defensive driving course must also be taken through Risk Management.
- ☐ **Criminal + Motor Vehicle Record (MVR) + Credit** - Criminal Felony & Misdemeanor - all counties as revealed by SSN Trace, MVR Report - per state - per applicant. Please Note: MVR checks will only be run on positions required to drive for University business and/or operate University vehicles. checks will only be run on positions with financial responsibility.

Requester Name:

Requester Phone:

Requester Email: