



Office of Human Resources
 Employment & Recruitment Services
 Phone: (850) 644-6034
 Fax: (850) 644-7033

Date of Request: _____

Criminal History Background Check Request

Candidate Information:

Name: _____ (Last, First, Middle)

Candidate's Email Address: _____ Date of Birth: _____ (mm/dd/yyyy)

**If candidate does not have an email address, mark "N/A"*

Full SSN (Write in for Summer Camps Only): _____

Background Check Required: (Based on Background Check Questionnaire)

Standard Background Check —\$60

Level 2, Volunteers (Non-Summer Camp) —\$57
 (Out of town vendor—\$70)

Level 2 (includes Standard) —\$70
 (Out of town vendor—\$83)

Level 2, Summer Camp Candidates & Volunteers —\$55
 (Out of town vendor—\$74)

International Check (Select this option if candidate has resided outside the U.S. for six months or more in the last seven years)
 Country/Province Listing: _____
 (Conducted per country, as available; additional fees apply)

Out of Town Fingerprinting (Select if Level 2 check is required and candidate resides outside of Tallahassee)

Hold Prints (Select to prevent fingerprints from being processed if a final candidate has not yet been identified. Once the final candidate has been selected, please contact HR-ERS to process or purge their prints)

Job Information:

Purpose of Check: New Hire Rehire Addl Appt Internal Movement Reassignment Addl Responsibilities Compliance
 (All checks must be conducted prior to hire or employment changes listed above)

Job Opening ID#: _____ Job Code: _____

Position Type: Faculty A&P/USPS OPS Volunteer/Courtesy FWS

I attest that, if A&P, USPS, or OPS, the required number of employment references have been completed and are available to view upon request.

Department Information:

Department Name: _____ Department Number: _____

Contact Name: _____ Contact E-mail: _____ Contact Phone #: _____

Budget Information:

Budget Manager: _____ Budget Manager Email: _____

Budget #: _____ Fund #: _____

Chartfield 1: _____ Chartfield 2: _____ Chartfield 3: _____ Project #: _____

Comments: _____

HR QC:	Confirmation Email Sent	Fieldprint Instructions?	If L-2, added to PD site	Verified Level	Reviewed Log
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