

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: a copy of the individual's foreign passport, I-94, 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 managers, 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, Credit -per applicant. **Please Note: MVR checks will only be run on positions required to drive for University business and/or operate University vehicles. Credit checks will only be run on positions with financial responsibility.**

Requester Name: Requester Phone:

Requester Email:

All background checks take approximately 3-5 business days for processing by Hire Right.