

## Tips to Facilitate a Speedy Background Check Completion With American Background (AB)

- Ensure that the Employment Background Investigation Authorization form is completed and signed by the candidate and include it with the rest of the background check request packet.
- When submitting a vita/resume instead of an application, ensure that employer contact information is provided to include City, State and Phone Number for each employer. NOTE: Only employment within the last ten (10) years requires verification.
- International Residence – If the candidate has worked or attended school outside of the U.S. within the past 7 years, American Background will need to complete an international criminal check. To complete this check, you will need to include the candidate’s home address(es) for each international location. Please provide this information on a separate sheet of paper.
- Review the application to ensure that information is complete and legible. Faxes are sometimes hard to read. Using a dark pen will assist with the process.
- Provide a direct contact number at initiating department for any questions regarding the faxed request packet.
- Additional Fees (over Package fee)
  - Your department could assess one or more of the below listed fees. Many of these fees are *avoidable* by ensuring that the information provided to American Background is complete and accurate as indicated in the Tips above.

	<b>Description/Comments</b>	<b>Fee</b>
<b><u>Avoidable Fees</u></b>		
Missing Information Fee	If vital information*, e.g. SSN or birthdate, is missing from the request packet, AB makes attempts to collect the information needed. <i>NOTE:</i> The search process is suspended until the required information is received. * this information is collected from candidate on the <u>Employment Background Investigation Authorization</u> form, ensuring that this form is complete and included in the request packet may avoid this fee.	\$4.50
Cancellation Fee	If missing information is not made available to AB within five business days, the request will be cancelled & charge will apply.	\$15.00
Employment Verification Research Fee	Missing contact information for former and current employers, e.g. phone number will assess this fee.	\$1.50/ missing phone #
<b><u>Occasional &amp; Unavoidable Fees</u></b>		
(Third Party) Verification, Court Access or Motor Vehicle Record Fees	These fees are unavoidable and dependent on employer, or agency.	Varies – Schedule Available, Contact HR

**International Home Addresses**

International Residence – If the candidate has worked or attended school outside of the U.S. within the past 7 years, American Background will need to complete an international criminal check. To complete this check, you will need to include the candidate’s home address(es) for each international location. Please fax this information to American Background during the initiation of the check.

**Name of Candidate:** \_\_\_\_\_

International Employment Location: \_\_\_\_\_

Dates at Location: \_\_\_\_\_

Physical Home Address (not P.O. Box or APO/FPO): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

International Employment Location: \_\_\_\_\_

Dates at Location: \_\_\_\_\_

Physical Home Address (not P.O. Box or APO/FPO): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

International Employment Location: \_\_\_\_\_

Dates at Location: \_\_\_\_\_

Physical Home Address (not P.O. Box or APO/FPO): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

International Employment Location: \_\_\_\_\_

Dates at Location: \_\_\_\_\_

Physical Home Address (not P.O. Box or APO/FPO): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_



Request for Background Investigation -- **FAX ORDER FORM**  
 Fax Requests to **540-722-4771**  
 Please include Order Form, Application, Release Form, and Resume as applicable.  
**ALL FORMS MUST BE FILLED OUT COMPLETELY BEFORE**  
**REOUEST CAN BE PROCESSED**

PAGES TO FOLLOW: \_\_\_\_\_ (Including Fax Order Form) -- *Please Print in Black Ink or Type*

Client:	NORTHERN ARIZONA UNIVERSITY	Requestor Name:	
Date:		Email Address:	
Job Vacancy Title/Vacancy #:		Credit Card #	
Department:		Expiration Date:	
		Anticipated Date of Hire:	

Applicant Name:	First Name
	Last Name

Social Security #:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">-</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">-</td> </tr> </table>		-		-
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**PLEASE CONDUCT THE FOLLOWING STANDARD SEARCH (ES):**

<b>STANDARD PACKAGE \$56.10</b> (This standard check has been arranged with American Background) – this option is required for all regular full- and part-time hires.	
	<b>INFORMATION NEEDED FOR THE SEARCH</b>
LOCAL CRIMINAL HISTORY RESEARCH 7 Years of Residence	Names to be searched, date of birth, SSN, and all information regarding jurisdictions to be searched. Puerto Rico searches require the mother's maiden name.
SOCIAL LOCATOR	Full name and Social Security Number must be provided.
EMPLOYMENT HISTORY VERIFICATION 10 Years	Correct name of all employers, contact names, phone numbers, and addresses (at least city & state), dates of employment, all former names used while employed, department location, position held.

<b>LOCAL CRIMINAL HISTORY PACKAGE \$45.50</b> (This standard check has been arranged with American Background) – this option is typically used for temporary positions only, for questions, please contact HR x32223	
	<b>INFORMATION NEEDED FOR THE SEARCH</b>
LOCAL CRIMINAL HISTORY RESEARCH 7 Years of Residence	Names to be searched, date of birth, SSN, and all information regarding jurisdictions to be searched. Puerto Rico searches require the mother's maiden name.
SOCIAL LOCATOR	Full name and Social Security Number must be provided.

<b>X</b>	<b>STANDARD PACKAGE WITH EDUCATION OR CREDENTIAL CHECK \$63.10</b> (This standard check has been arranged with American Background) – this option is required for all faculty new hires.	
		<b>INFORMATION NEEDED FOR THE SEARCH</b>
	LOCAL CRIMINAL HISTORY RESEARCH 7 Years of Residence	Names to be searched, date of birth, SSN, and all information regarding jurisdictions to be searched. Puerto Rico searches require the mother's maiden name.
	SOCIAL LOCATOR	Full name and Social Security Number must be provided.
	EMPLOYMENT HISTORY VERIFICATION 10 Years	Correct name of all employers, contact names, phone numbers, and addresses (at least city & state), dates of employment, all former names used while employed, department location, position held.
	EDUCATION VERIFICATION	Correct name of school, address (at least city & state), year of graduation, last year attended, campus attended, name of applicant, all former names, date of birth, social security number, degree earned, and name on degree must be provided.

**THE FOLLOWING ADDITIONAL SEARCHES ARE REQUESTED:**

<b>CHECK THE SEARCHES REQUESTED</b>	<b>INFORMATION NEEDED FOR THE SEARCH</b>
DRIVING RECORD - \$6.95 <sup>1</sup>	Drivers license number, name as appears on driver's license, state of license, SSN, and date of birth must be provided.
CREDIT REPORT - \$6.95 <sup>2</sup>	SSN, current address, and date of birth must be provided.
TREASURY ENFORCEMENT - \$3.95	Full name and Social Security Number must be provided.
PROFESSIONAL LICENSE \$19.95 per verification	Type of license, name on license (issued and/or renewed), SSN, where license was received, license number, city and state of issue, and date the license was received must be provided
FEDERAL CRIMINAL - \$12.50 Current jurisdiction only	Names to be searched, date of birth, SSN, and all information regarding jurisdictions to be searched. Puerto Rico searches require the mother's maiden name.

<sup>1</sup> This is based on certain job classifications within Northern Arizona University. Please contact your Human Resources Partner if you are unsure.

<sup>2</sup> This credit information can only be requested for applicants for a restricted number of positions requiring the management, expenditure or investment of large sums of money on behalf of Northern Arizona University.

**EMPLOYMENT BACKGROUND INVESTIGATION AUTHORIZATION**

I. I understand that an investigative report may be generated on me that may include information as to my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration & Naturalization Service). I fully understand that Northern Arizona University and /or their agent American Background Information Services, Inc., may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for Northern Arizona University and American Background Information Services, Inc. to do so.

II. According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report.

III. I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies.

IV. I hereby authorize, without reservation, any one contacted by Northern Arizona University and /or their agent American Background Information Services Inc., to furnish the information described in Section 1.

V. I hereby authorize, without reservation, Northern Arizona University and / or their agent, American Background Information Services Inc., to contact my present employer for employment verification/references.

**APPLICANT: COMPLETE THE FOLLOWING:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Today's Date**

\_\_\_\_\_  
**Please print full name**

The following information is required by law enforcement agencies and other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

\_\_\_\_\_  
**Please print other names you have used**

\_\_\_\_\_  
**Social Security Number** - Supplying your Social Security Number is optional. Your Social Security Number will only be used in order to confirm your identity for purposes of completing an accurate background investigation.

\_\_\_\_\_  
**Date of Birth** - The Age Discrimination in Employment Act of 1967 and the Arizona Civil Rights Act prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

\_\_\_\_\_  
**Home Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip**

\_\_\_\_\_  
**Driver's License Number and State**

\_\_\_\_\_  
**Name as it appears on License**

Have you ever been convicted of, plead guilty or "no contest" to a crime that has or has not been expunged or removed from your record?  No  Yes If yes, please explain:

\_\_\_\_\_  
(The University will consider the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.)

**FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S) NOTICE:**  
In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statue(s).