



Background check and fingerprint request

Review documents for accuracy and legibility to avoid delays in processing. Return these forms to OHR Recruitment and Selection in **one** of two ways: Fax: 480-993-0006 or [email](#)
Do not send originals via interoffice mail.

Date:	Cost center - required: Program/gift or grant/project: Optional work tag - if necessary:
BOM/person authorized to receive results:	
Department:	
Phone:	
Email:	

Candidate

Name| last, first, middle initial:

Email:	Position/classification - university staff, faculty, student, etc.):
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Check the one box that applies:

New Hire <input type="checkbox"/>	Transfer <input type="checkbox"/>	Rehire <input type="checkbox"/>	Additional Job <input type="checkbox"/>
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Check one box only for background check or fingerprint request.
Note: Candidate will receive an email with link to complete background check document. | [Background check price sheet](#)

Background check packages:

<input type="checkbox"/> 1) Basic staff/faculty	<input type="checkbox"/> 4) Student worker/volunteer/grad - basic student
<input type="checkbox"/> 2) Staffing/faculty with employment report	<input type="checkbox"/> 5) Student/volunteer/grad with employment
<input type="checkbox"/> 3) Staffing/faculty with employment report and MVR	<input type="checkbox"/> 6) Student/volunteer/grad with employment and MVR

Additional Services:

<input type="checkbox"/> 7) Motor vehicle report	<input type="checkbox"/> 8) Education verification
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Fingerprint check (99-year national search)

Reason: Employment P-card - must be an ASU employee Both