



ACD 126: Reference check and background verification

Fingerprinting process

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Security-sensitive positions

Positions that require fingerprinting | [Security-sensitive positions](#)

Definition

Security-sensitive positions include positions with the potential to expose the university to extensive liability and are designated by the university in accordance with [ASU's Reference check and background verification policy ACD 126](#) and [Arizona Board of Regents' policy 6-709](#).

Positions listed below have been designated as **security-sensitive** and require a **criminal background check** of the final candidate. This information is required for individuals not currently employed by ASU as well as those currently employed by the university who are moving or transferring into a security-sensitive position. Security-sensitive positions include positions with the potential to expose the university to extensive liability and are designated by the university in accordance with [ASU's Reference check and background verification policy ACD 126](#) and [Arizona Board of Regents' policy 6-709](#).

University administrators — including acting and interim

president	vice president	chief financial officer
provost	deputy executive vice president university service	chief information officer
senior vice president and secretary of the university	senior vice president	dean
vice provost	senior advisor	associate dean
		assistant dean

Positions with unsupervised contact with minors

ASU personnel and volunteers who work directly with non-enrolled minors in connection with ASU activities and programs fall within the Minors on Campus policy. Personnel and volunteers that work in activities or programs with minors, but not with minors themselves, are not within scope of the Minors on Campus policy. For more information as to what is in and out of scope, please review the ASU Minors on Campus policy.

Positions with direct access to select — biological and biochemical agents

Positions that have direct access to select agents, as defined by the USA PATRIOT Act of 2001 and the Public Health Security and Bioterrorism Preparedness Response Act of 2002, except where excluded by law because the principle investigator does not, at any time, exceed the Select Agent regulatory threshold quantities specified under the applicable regulations.

Positions with unrestricted access to residence hall rooms

Includes all positions within Residential Life that have access to master keys to the residence halls.

Other positions designated by a dean or vice president as security or safety-sensitive

Examples include the following statements:

- Positions with information technology because of the responsibility for oversight and management of the institutions computer systems and accessibility to data.
- Positions that handle financial transactions as a job responsibility. These responsibilities include, but are not limited to the following statements: Approval authority within the accounting system; collecting and handling of cash or checks; writing or approving checks; having access to a direct money stream; being an authorized ASU Purchasing Cardholder or being a fiduciary to ASU.

This policy also applies to finalists who indicate a prior felony conviction, and all non-student staff hires who handle cash and checks on an ongoing basis.

Note: Exempted from the fingerprinting requirement are staff hired for a specific event held only once or twice a year and who do not handle cash and checks on a continuing basis and employees of the ASU Police Department. Pre-employment screening of these individuals shall be conducted in accordance with ASU PD hiring protocols

ARS 15-1649: Fingerprinting academic and nonacademic personnel, civil immunity, definitions

- A. The finalist for a security- or safety-sensitive position at a university that is under the jurisdiction of the Arizona board of regents shall be fingerprinted as a condition of employment. **The finalist shall submit a full set of fingerprints to the university for the purpose of obtaining state and federal criminal records** pursuant to section 41-1750 and Public Law 92-544. The department of public safety may exchange this fingerprint data with the Federal Bureau of Investigation.
- B. A university may use information obtained pursuant to this section only for the purpose of evaluating the finalists for employment in security- or safety-sensitive positions. A university may provide information received pursuant to this section to any other university that is evaluating the finalist for employment if the university is under the jurisdiction of the Arizona Board of Regents. A university may refuse to hire, may rescind an offer of employment to or may review and terminate the employment of a finalist or employee who has been convicted of or who has admitted committing any criminal offense. A university considering terminating an employee pursuant to this subsection shall provide due process to the employee in accordance with policies adopted by the Arizona Board of Regents and the university before taking disciplinary action.
- C. A university that relies on information obtained pursuant to this section in making employment decisions is immune from civil liability for use of the information unless the information obtained is false and the university knows the information is false or acts with reckless disregard of the information's truth or falsity.
- D. A security- or safety-sensitive position shall be identified as a security- or safety-sensitive position in the job description and in any advertisements for the position.
- E. **For the purposes of this section:**
 - 1. **Finalist** means any person in the group of individuals actually submitted to the hiring official for selection as a new hire or any university employee who seeks a transfer, a reclassification or a reassignment to a security- or safety-sensitive position.
 - 2. **Security or safety-sensitive position** means any position designated as a security- or safety-sensitive position by a university due to applicable federal or state law or pursuant to rules or policies adopted by the Arizona Board of Regents or the university.

Fingerprint process

Submitted via IBM Kenexa BrassRing

Some staff hires and some student hires

If a fingerprint is required, the HR status in Kenexa will automatically change from “fingerprint required” to “fingerprint initiated.” Kenexa will also send the applicant an email with fingerprint instructions. At this point, proceed with final offer.

Fingerprinting is conducted Monday-Friday by appointment at the Tempe campus. On the day of your fingerprinting appointment please come to UNCTRA at 1100 E. University Drive, Tempe, AZ 85281, check in with the HR Employee Service Desk and bring picture ID — i.e. driver’s license, passport, state issued ID. ASU ID is not valid for identity. If you drive to UCNTRA, please park in the “20 minute loading zones” because Lot 55 is metered. Otherwise, parking is \$2 per hour.

If you have a valid AZ Fingerprint Clearance card do not schedule a fingerprint appointment. Please bring the actual laminated fingerprint clearance card to the address above during office hours on Monday through Friday between 8:00am and 5:00pm.

For fingerprinting at West or Downtown campus, email backgroundcheck@asu.edu.

Fingerprint appointments not scheduled within 30-60 days’ timeframe or no shows for original appointment: Hiring department is responsible to contact applicant or employees with follow-up email as a reminder to schedule or reschedule call 855-278-5081. Offer may be rescinded due to reference check and background verification policy ACD 126 requirements not being fulfilled.

If a fingerprint is required and a background check is required, HR status will automatically be changed in Kenexa to “fingerprint initiated.” Candidate will then receive the “fingerprint instructions” email.

If background check is required, OHR will update the “BGC required” to “BGC initiated” statuses.

1. Kenexa BrassRing will connect with our vendor (HireRight) and automatically send an email notification to the candidate with the link to the consent form. This email will explain the need for the ASU background check so that candidate knows the request is legitimate.
2. The email will have candidate “username and password” to electronically log into HireRight and complete the submission. **Reminder: Have candidate check their spam or junk mail folder for HireRight email.**
3. Candidate is responsible to complete and electronically submit the background check information to HireRight. **Note: HireRight will process background check upon completion of the consent and disclosure form by candidate.**
4. Hiring Department and OHR will receive email acknowledgement that BGC has been submitted and in process.

If candidate has not completed the consent and disclosure form, the hiring manager and candidate will receive a 48-hour email reminder.

Submitted via outside of Kenexa BrassRing

All faculty hires manual process

Department will need to complete background check and fingerprint request form. If the department will be ordering additional services through HireRight — i.e., employment verification or education verification please select these services on the same form.

- Department will then fax the **background check and fingerprint request form** to OHR at 480-993-0006 or email backgroundcheck@asu.edu.
- OHR will contact the candidate and HR BOM to schedule a fingerprint appointment
- Recruiter will complete the fingerprint appointment and send the prints in for processing to DPS. The department may move forward with the offer letter. The hire is contingent on the candidate successfully passing the fingerprint check.

If BGC or FP pass, OHR will send hiring manager clearance email.

If BGC or FP fail, OHR will contact department and complete pre-adverse action procedure.

Note: Applicant should keep the summary of rights according to FCRA. Do not submit to HR.

If the applicant or employee has an Arizona fingerprint clearance card, ASU accepts cards in lieu of being fingerprinted.

Applicant or employee may walk in between 8 a.m. to 5 p.m., Monday-Friday at the Tempe campus and submit the following forms:

- Authorization form for fingerprint clearance card.
- Provide the actual laminated fingerprint clearance card.

Forms you need

Authorization form for fingerprint clearance card.

Please contact backgroundcheck@asu.edu for inquiries.

Process overview

FP discrepancy process

OHR will process the fingerprint results.

- If pass, OHR will send hiring manager clearance email.
- If fail, OHR will contact department and complete adverse action procedure.

If potentially disqualifying information is received, OHR recruitment and selection will review results and send an email notification to hiring manager regarding further action, if required. When considering whether or not to hire an individual with a criminal history, many factors will be assessed during the background investigation review, including the following statements:

- Accuracy of the information the individual provided on the employment application or in the recruitment process.
- Date of the most recent offense.
- Nature and number of convictions.
- Relative threat to the security of ASU or its employees and students.
- Relevance of a criminal conviction to the posted job duties.

The finalist has a minimum of five days to refute, explain or correct the information. If there is no change in status within five days, the finalist will be withdrawn from the candidate list. If the finalist is a current employee, his or her suitability for continued employment will be evaluated. In some cases, presidential approval may be required before an offer of employment is extended.

ASU may refuse to hire a finalist, may withdraw a conditional offer of employment to a finalist, or may terminate an employee where the finalist has made a false representation of material fact or does not provide material factual information during the employment process.

Fingerprint clearance emails

Please note the fingerprint results on the above-referenced person have been returned as clear.

Reminder: ACD 126: Reference check and background verification

Hiring process

As part of the hiring process, ASU requires disclosure of relevant employment, education, and criminal history information. ASU will conduct a variety of checks to ensure the accuracy of the information provided and the eligibility of the final applicants for each open position.

Standard pre-employment screening

The hiring authority or a designee shall check references and verify the educational credentials, employment histories, and past performance of a finalist before it extends a final offer of employment.

Types and cost of fingerprinting

Required for security-sensitive positions ARS 15-1649	
Fingerprint check for ASU clearance	\$50 each
Exceptions for fingerprinting: Current employees can submit an AZ Fingerprint Clearance card in lieu of being fingerprinted for Which will be validated with the Arizona Department of Public Safety.	

Billing

Departments will be invoiced via Workday when an inventory sheet has been submitted to AZ DPS.

Records

The Office of Human Resources will manage and retain all background verification reports. Information collected on qualified candidates hired by the university will be stored separately from the official employee file and kept on file for five years after the employee terminates or retires.

Note: Hiring departments are not required to maintain a separate background file on employees because OHR maintains a file. If, however, a department retains a background file **in addition** to the minimum requirements background-related items **must be kept separate** from the departmental employee file. Read our policy about staff [personnel records, SPP 1101](#) maintained in the employee's department.

Disposal of records

Fingerprint cards are maintained on file by OHR for one year and then shredded. OHR personnel are required to accompany shredding company personnel and validate the on-site destruction of fingerprint cards or AZ DPS and FBI records.

Release of information

Information release

Only ASU-designated employees may initiate a criminal background check or credit check or receive results. Results of all background checks will be kept confidential and will not be disclosed except to the extent necessary to administer and enforce this policy, as provided by law or pursuant to appropriate legal process.

The university may release the results of a reference check and background check to another university under the jurisdiction of the Arizona Board of Regents for employment purposes.

Background check resources, policies and references

[Driver's License Monitoring, SPP 319 | Form](#)

[Fair Credit Reporting Act](#)

[Frequently asked questions](#)

[Fingerprinting academic, nonacademic personnel; civil immunity; definitions, ARS 15-1649](#)

[Mandatory background checks for employees and process for hiring, retaining or terminating employees convicted of a felony offense polic. ABOR 6-709](#)

[Minors in laboratories, EHS 116](#)

[OHR background and fingerprinting](#)

[Reference check and background verification policy, ACD 126](#)

[Security-sensitive position](#)