



FAX COVER SHEET

Background Check/Fingerprint Request

Review documents for accuracy & legibility to avoid delays in processing.

FAX DOCUMENTS TO: HR Recruitment & Selection | 480.993.0006

MAIL ORIGINALS TO: HR Recruitment & Selection | Mail Code 5612

SCHEDULE FINGERPRINTING: 480.965.2701

CANDIDATE		
LAST NAME:	FIRST NAME:	MIDDLE INITIAL:

____ **BACKGROUND CHECK** (7-year County Search) & **SOCIAL SECURITY TRACE** (Required by ASU Policy)

NOTE: Ask candidate to complete the **Consent and Disclosure form**.

____ **FINGERPRINT REQUEST** (99-year National Search)

NOTE: If you request fingerprinting, DO NOT submit a separate background check request via HireRight, Inc.

Ask candidate to complete **Consent & Disclosure Form**.

Call 480.965.2701 to schedule fingerprinting; candidate **MUST BRING** picture ID (e.g. Driver's License).

____ **FINGERPRINT CLEARANCE CARD VALIDATION REQUEST** (No Consent Form needed) | **NO CHARGE**

NOTE: Fingerprint Clearance Cards **CANNOT BE ACCEPTED** for employment (new hire, transfer, emergency hire, focused recruitment, etc.). Per **ARS 15-1649**: "the finalist shall submit a full set of fingerprints to the university for the purpose of obtaining a state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544..." Fingerprint Clearance Cards **CAN BE ACCEPTED** for existing employees who request a P-Card.

DATE:		#OF PAGES:		AGENCY ORG:	
Requested By:					
EMAIL:		PHONE:			
BOM or Person authorized to receive results:					
EMAIL:		PHONE:			

ADDITIONAL SERVICES | **PRICING:** www.asu.edu/hr/backgroundcheck/hirerightpricing.pdf

I want to order these additional services from HireRight:

(Have candidate fill out the **Pre-Employment Inquiry Form** and submit their resume along with **Consent and Disclosure form**).

____ **Employment Verification** (Dates of Employment)

____ **Education Verification** | Specify Year of Graduation _____ **AND**

Other Names Used During Attendance: _____

____ **Professional License** | License/Organization to Contact: _____

____ **Call References** provided by candidate on Pre-Employment Inquiry Form

____ **Sexual Offender Database Search** (Do NOT request if you order fingerprinting; it already is included)

____ **Department of Motor Vehicle Report** | Specify standards: e.g., No moving violation within past 24 months, No driving while intoxicated (DWI or DUI, etc.): _____