



**FAX COVER SHEET**

**Background Check/Fingerprint Request**

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

Return these forms to OHR Recruitment & Selection in **ONE** of two ways:

1. Fax to 480.993.0006 **OR**
2. Email to [backgroundcheck@asu.edu](mailto:backgroundcheck@asu.edu)

**SCHEDULE FINGERPRINTING: 855.ASU.5081 (855.278.5081)**

<b>DATE:</b>		<b>#OF PAGES:</b>		<b>AGENCY ORG:</b>	
<b>Requested By:</b>				<b>DEPARTMENT:</b>	
<b>EMAIL:</b>			<b>PHONE:</b>		
<b>BOM/Person authorized to receive results:</b>					
<b>EMAIL:</b>			<b>PHONE:</b>		
<b>CANDIDATE</b>					
<b>NAME (LAST/FIRST/MIDDLE INITIAL):</b>					
<b>EMAIL:</b>			<b>POSITION:</b>		
<b>CLASSIFICATION (Staff, Service Professional, Student, etc.):</b>					
<b>CHECK THE ONE BOX THAT APPLIES:</b>					
<input type="checkbox"/> <b>NEW HIRE</b>	<input type="checkbox"/> <b>TRANSFER</b>	<input type="checkbox"/> <b>AGENCY TRASFER (ABOR, UofA, NAU)</b>		<input type="checkbox"/> <b>REHIRE</b>	<input type="checkbox"/> <b>ADDITIONAL JOB</b>
<b>JOB ID:</b>					

**CHECK ONE BOX ONLY (EITHER BACKGROUND CHECK OR FINGERPRINT REQUEST).**

**NOTE: DO NOT request a background check if you request fingerprinting because it is already included.**

**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)

**REASON:**  EMPLOYMENT  P-CARD (must be an ASU employee)  BOTH

Ask your candidate to complete [Consent and Disclosure form](#).

**Schedule fingerprinting:** 855.278.5081 - Candidate **MUST BRING** picture ID (Driver's License, Passport, State-issued ID).

**FORMS:** [cfo.asu.edu/hr-forms](http://cfo.asu.edu/hr-forms)

**POLICIES:** [ACD 126 Reference Check & Background Verification](#) | [EHS 119 Motor Fleet Safety](#) | [SPP 319 Driver's License Monitoring](#)

**SPECIFIC SERVICES** | **PRICING:** [www.asu.edu/hr/documents/hirerightpricing.pdf](http://www.asu.edu/hr/documents/hirerightpricing.pdf)

**CHOOSE ONE—BASED ON THE JOB YOU ARE FILLING:**

**Hiring Dept. will handle**  **Human Resources (OHR) will handle via HireRight**

**CHECK WHICH SPECIFIC SERVICES WILL BE CONDUCTED BY EITHER THE HIRING DEPT. OR OHR:**

**Employment Verification** (Dates of Employment)

**Education Verification** | Specify Year of Graduation \_\_\_\_\_ (mm/yyyy) **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:**

MVR check for initial cart driving only (no driver authorization form needed)

Driving required for the employee's position; monitoring under SPP 319 Driver's License Monitoring required

(Employee MUST complete and submit a Driver Authorization Form: [www.asu.edu/hr/forms/driversauthorization.pdf](http://www.asu.edu/hr/forms/driversauthorization.pdf))