



Background check and fingerprint request

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

| | |
|----------------------------------------------|------------------------------------------------------------------|
| Date: | Cost center - required: |
| BOM or person authorized to receive results: | |
| Department: | |
| Phone: | |
| Email: | Program/gift or grant/project: |
| Work tag, if necessary | |
| Candidate | |
| Name last, first, middle initial: | |
| 10-digit ASU Employee ID: | |
| Email: | Position or classification - university staff, faculty, student: |
| Check the one box that applies: | |
| New Hire <input type="checkbox"/> | Transfer <input type="checkbox"/> |
| Rehire <input type="checkbox"/> | Additional Job <input type="checkbox"/> |

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, graduate or basic student |
| <input type="checkbox"/> 2) Staffing, faculty with employment report | <input type="checkbox"/> 5) Student, volunteer, graduate 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 |
|--------------------------------------------------|----------------------------------------------------|

☐ **Fingerprint check** — 99-year national search

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

Minors on Campus