

Background Screening Request Form

Prior to submission, all information – applicant information, background screening selection, payment authorization – must be completed. Upon completion, please fax the request to Human Resource Services (HRS) at (352) 392-7094. Please submit only one request. If multiple checks are conducted as a result of submitting the same request more than once, the department will be liable for the costs of the checks conducted.

For more information or assistance, please contact HRS at (352) 392-2477 or SC 622-4621 or email employment@ufl.edu.

Name of Recruiter (for recruited positions): _____

APPLICANT/EMPLOYEE INFORMATION:

Faculty, TEAMS, OPS, Other (if other, specify type): _____

Name: _____
Last First Middle

Alias/Maiden: _____ Race: _____ Sex: _____ Date of Birth: _____

Requisition#: _____ UFID# (if any): _____ Social Security #: _____

Current Address: _____

BACKGROUND SCREENING SELECTION: (Please select the appropriate background check.)

- Alachua County Online – AOL (Free; Result within 24 hours)**
This only provides criminal records that are on file with Alachua County. If a broader search is needed, please consider conducting a FDLE or FBI check.
- FDLE Background Check (\$24.00; Result within 48 hours)**
This searches for criminal records throughout the state of Florida.
- HireRight (Starts at \$45.75; Result with 1-3 days)**
This conducts criminal background checks on a national level, an alternate option to the FBI Livescan, without the need of fingerprinting. However, an applicant's email address is needed. Please indicate the applicant's email address here: _____

The following background checks require fingerprinting. Contact Human Resource Services at (352) 392-2477 to schedule an appointment.

- FBI LiveScan (\$43.25; Result within 24 hours)**
This provides national criminal records search, which requires fingerprinting at University Police Department.
- FBI Manual (\$54.25; Result within 8-10 weeks)**
This is same as above except this requires submission of fingerprinting card.
- 435 LiveScan (\$27.25; Result within 7-10 business days)**
This is for specific positions required under F.S. 435 or certain positions contracted with Department of Children and Families. This requires fingerprinting at the University Police Department.
- 435 Manual (\$38.25; Result within 8-10 weeks)**
This is same as above except this requires submission of fingerprinting card.

PAYMENT AUTHORIZATION:

Dept Name: _____ Dept#: _____

Dept Contact: _____ Phone#: _____

Email Address: _____ PO Box#: _____

Fund Code: _____ Program Code: _____

Source of Fund: _____ Project Code: _____

Dept Authorization (Print & Sign): _____