

UCSD CONSUMER REPORT REQUEST FORM FOR BACKGROUND INVESTIGATION

TO BE COMPLETED BY DEPARTMENT REQUESTING BACKGROUND INFORMATION

Department Name: \_\_\_\_\_ Index Number: \_\_\_\_\_ Split Index: \_\_\_\_\_
Hiring Supervisor: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_
Dept. HR Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_
Name of Individual: \_\_\_\_\_ Job Number: \_\_\_\_\_

SERVICES REQUESTED

Check ONLY the boxes of the services you are requesting and fill out required information.

- SOCIAL SECURITY NUMBER TRACE: SSN: \_\_\_\_\_ Country of Origin: US UK Canada Other
FEDERAL CRIMINAL RECORD: FEDERAL DISTRICTS WILL BE ORDERED FOR RESPECTIVE COUNTIES LISTED BELOW
COUNTY CRIMINAL RECORD: List all former Counties [or Cities] and States of residence for the last seven [7] years:
NATIONAL SEX OFFENDER SEARCH:
STATEWIDE SEX OFFENDER SEARCH:
WORLD CHECK: (World-Check is a database of highly structured profiles on heightened risk individuals and entities such as terrorists, fraudsters, narcotics traffickers, shell banks, PEPs (Politically Exposed Persons), organized crime, sanctioned entities, plus many other categories including those that may pose a lesser risk but are equally of interest.)
EDUCATION VERIFICATION: Complete all fields below. Name and degree info should match the info located in the school records.
CREDENTIAL VERIFICATION:
DRIVING RECORD & VALID DRIVERS LICENSE VERIFICATION:
EMPLOYMENT VERIFICATION (HR): Please complete all fields listed below.
CREDIT CHECK REPORT: ( Can only be requested if job related and/or required)
INTERNATIONAL CRIMINAL (Search outside the U.S. and Canada): Location: \_\_\_\_\_

Hiring Department: Please fax the Release and Request Forms to the Human Resources Dept. (Fax 858-822-4855). Upon receipt of the completed results from the Consumer Reporting Agency, an approval e-mail will be sent to the HR Contact. You may make an offer of employment pending a satisfactory background check, but the prospective employee may not start until the report is verified and cleared by the Human Resources Department.