How To Order a Background Check at UCSD

To find out about background checks and when to use them, please refer to the Blink Content at:
http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,15905,00.html

Two (2) Types of Background Checks:

1. Consumer Report
2. “Live Scan” Fingerprint

NOTE: You may choose one type of service or order both services, depending on the position and/or job requirements.

### Consumer Report Instructions

**REQUESTING DEPARTMENT:**

- **Release Form:** Complete only one Release Form when ordering both types of background checks.
  - Complete “REQUESTING DEPARTMENT” box at the bottom of the form.

- **Request Form:** “UCSD CONSUMER REPORT REQUEST FORM FOR BACKGROUND INVESTIGATION”
  - Complete the header line at the top of the form: ☑ Check One Box.
  - Complete 1st Box—“TO BE COMPLETED BY DEPARTMENT REQUESTING BACKGROUND INFORMATION”
  - Complete 2nd Box—“SERVICES REQUESTED”: ☑ Check the services you would like to order.
  - [Not sure? See “Description of Services.”]

**IMPORTANT!**

According to the “Fair Credit Reporting Act,” this Notice to the consumer (applicant, candidate, employee) MUST be provided on a separate piece of paper. Do not combine or add this Notice onto any other paperwork prior to presenting it to the consumer.

**INDIVIDUAL [the applicant, candidate, consumer, and/or employee]:**

- **Release Form:**
  - Read, Sign, and Complete ALL fields.

- **Request Form:**
  - “SERVICES REQUESTED” Box: Complete all corresponding fields in the sections that are checked ☑.

### “Live Scan” Fingerprint Instructions

**REQUESTING DEPARTMENT:**

- **Release Form:** Complete only one Release Form when ordering both types of background checks.
  - Complete “REQUESTING DEPARTMENT” box at the bottom of the form.

- **Request Form:** “REQUEST FOR LIVE SCAN SERVICE”
  - Complete SECTION 2.

**INDIVIDUAL [the applicant, candidate, and/or employee]:**

- **Release Form:**
  - Read, Sign, and Complete ALL fields.

- **Request Form:**
  - Complete SECTION 3—ALL fields.
  - Follow “INSTRUCTIONS TO APPLICANT” at the bottom of the form.

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