

## **Background Check Forms & Information**

Please read the instructions for each form below before submitting your request for a background check. This will ensure that the applicant receives all documents that we are required by law to give them. Following the instructions will also ensure that your request will not be returned to you for corrections or additional information.

<b>[REQUIRED]</b>	<p><b><u>Background Check Request Form</u></b></p> <p>To be completed by the Hiring Official or Designee and sent to HRS (via one of the methods listed on page two of the form) along with all other required forms listed below. Please note that supplemental information may be required if choosing any of the additional searches listed on page two. <b>If you are requesting a Credit Report, please contact HRS for additional requirements.</b></p> <p><a href="#">Background Check Request Form.pdf</a></p>
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<b>[REQUIRED]</b>	<p><b><u>Summary of Rights Under the FCRA</u></b></p> <p>To be given to the applicant with the Disclosure Notice and Acknowledgment &amp; Authorization forms.</p> <p><a href="#">Summary of Rights Under the FCRA.pdf</a></p>
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<b>[REQUIRED]</b>	<p><b><u>Disclosure Notice</u></b></p> <p>To be filled out by the applicant and sent to HRS by the Hiring Official or Designee along with the Background Check Request and Acknowledgment &amp; Authorization forms. Please make sure the applicant's handwriting is legible or the form will be sent back to be completed again.</p> <p><a href="#">Disclosure Notice.pdf</a></p>
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<b>[REQUIRED]</b>	<p><b><u>Acknowledgment &amp; Authorization Form</u></b></p> <p>To be filled out by the applicant and sent in to HRS by the Hiring Official or Designee along with the Background Check Request and Disclosure Notice forms. Addresses going back <b>seven</b> years (or other desired time frame) must be given on page two. Please make sure the applicant's handwriting is legible or the form will be sent back to be completed again.</p> <p><a href="#">Acknowledgment and Authorization Form.pdf</a></p>
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<b>[REQUIRED IF RESIDENT OF CALIFORNIA]</b>	<b><u>Notice Regarding Background Investigation Pursuant to California Law</u></b>
	To be filled out and given to the applicant if they are resident of California. If no credit check is being requested, please check the box labeled “The University will <b>not</b> obtain a consumer credit report on you”.
	<a href="#">Notice Regarding CA Law.pdf</a>

<b>[REQUIRED IF RESIDENT OF NEW YORK STATE]</b>	<b><u>Article 23 of the New York Correction Law</u></b>
	To be given to the applicant if they are a resident of New York State.
	<a href="#">Article 23 of NY Law.pdf</a>

Please contact HRS at 656-3150 or [HRSINFO@uvm.edu](mailto:HRSINFO@uvm.edu) with any questions.