GT | Human Resources

Background Request Screening Form

Instructions: Please complete this form and return to HR – Talent Acquisition via 1) fax (404-894-1235), 2) mail or hand-deliver to Human Resources at 500 Tech Parkway or 3) scan and email to screenings@ohr.gatech.edu.

Applicant or Volunteer Contact Information	
Date	Name
Position Title	Phone Number
Email	Manager (report to)
Department Name or Camp Name	Department Number or Camp Name

Requester Information	
Requester Name	Requester Title
Requester Phone Number	Requester Email
HR Business Partner/Representative	

Type of Position	Types of Background Screening, Searches and Cost	
	Standard Background Check	
	Social Security Number Trace	$0.75
	State Criminal Search (per state) fees vary per state	$4.20
	DOJ Sex Offender	$1.75
	Criminal County Search (per county)	$5.00
	Federal Criminal District Search	$2.50
	Office of Foreign Asset Control OFAC	$1.56
	Additional Screenings	
	Education Verification	$5.20
	Credential Verification (Certification, license type)	$4.20
	Credit Check (Position of Trust)	$2.50
	Credit Check (P-Card) (Essential or Non Essential)	$2.50
	Motor Vehicle Record (per state) fees vary per state	$1.00
	Drug Screening (Non-Dot 9 Panel)	$25.50

Will this position work directly with youth?	
Yes	
No	
Department Approvals	
Requestor Signature	Department HR or Authorized Signature
Accounting information (Document ID #):	PeopleSoft Project #:
Comments	
GTHR Use Only	
Date Received	Reviewed By

When all signatures above are complete, please send this form to screenings@ohr.gatech.edu.

A Background Investigation form should be submitted for a hire not processed through the applicant tracking system, volunteers working with minors, and existing employees being transferred, reassigned, reclassified, or promoted. Please refer to the Board of Regents' Policy on background investigations www.usg.edu/hr/manual/ for more information. Once Talent Acquisition receives the result of the background screening report, we will notify the hiring department of the final results. Billing is handled via journal entry through the Document ID and PeopleSoft project number provided on the request.