

Background Screening Request Form

Instructions: Please complete the Background Investigation Request form and return to GTHR – Talent Acquisition via fax (404-894-1235), mail or hand deliver to Georgia Tech Human Resources or scan and email to screenings@ohr.gatech.edu.

Contact Information (Applicant, Internal Employee, Affiliate or Volunteer)		
Date	Name	
Position Title	Phone Number	
Email	Manager (report to)	
Department Name or Youth Program	Department Number or Youth Program	
Requester Information		
Requester Name	Requester Title	
Requester Phone Number	Requester Email	
HR Business Partner/Representative		
Type of Position (Select)	Types of Background Screening, Searches and Cost	
	Standard Background Check (required)	
	SSN Trace	\$1.50
	Statewide Criminal Search (single state) fees may vary per state	\$7.50
	DOJ Sex Offender	\$2.00
	Criminal County Search (single county)	\$6.50
	Federal Criminal District Search	\$2.00
	Client Criteria	\$1.50
	Additional Screenings	
	Education Verification (International Verification \$11.50)	\$6.50
	Credential Verification (Certification, license type)	\$5.50
	Credit Check	\$2.50
	Motor Vehicle Record (fees may vary per state)	\$6.00
	Drug Screening (Non-Dot 9 Panel)	\$26.00

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.

Please submit a Background Investigation form for all hires 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 https://www.usg.edu/hr/manual/background_investigation/ 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 PSoft project number provided on the request.