

Criminal Background Check Request Form

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact recruitmentcenter@tamu.edu or (979) 845-5154.

INSTRUCTIONS TO THE HIRING DEPARTMENT: This form is used by Employee Services as authorization to obtain criminal history information on the applicant, as specified below.

- 1) Complete the hiring department/college information.
- 2) Have the applicant complete the applicant section (including the signature).
- 3) Fax to Recruitment Center (979) 847-8877, or scan and e-mail to recruitmentcenter@tamu.edu.
- 4) Shred this form after receiving the hiring certificate or confirmation of receipt from the Recruitment Center.

TO BE COMPLETED BY THE HIRING DEPARTMENT:

Hiring Department/College	Department Contact Person
Hiring Manager	Phone and Email
Position Title and NOV#	PIN/PAN/HR Approval #

TO BE COMPLETED BY THE APPLICANT:

Last Name	First Name	Middle Name
Number and Street		
City	State	Zip Code
Social Security Number	Date of Birth (Month/Day/Year)	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Race:	
Other Names You Have Used Including Maiden Name		
Contact Phone (including Area Code)		
List All States/Countries In Which You Have lived in the Past Seven (7) Years		

Applicant Signature

Date

The information contained in this facsimile message is confidential and is intended for the use of the individual or entity named above. If the reader of this message is not the intended recipient or is the employee's agent responsible for delivering it to the intended recipient, then you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this fax in error, please immediately notify us by telephone at (979) 845-5154 or return the original message to the address below.

SUBMIT FORM TO:
Recruitment Center
MS 1475
recruitmentcenter@tamu.edu
Fax (979) 847-8877

NEED HELP?
Recruitment Center
Phone (979) 845-5154
recruitmentcenter@tamu.edu