

# Background Screening Request Form

Prior to submission, all information – applicant information, background screening selection, payment authorization – must be completed. Upon completion, please fax the request to Human Resource Services (HRS) at (352) 392-7094. Please submit only one request. If multiple checks are conducted as a result of submitting the same request more than once, the department will be liable for the costs of the checks conducted.

For more information or assistance, please contact HRS at (352) 392-2477 or SC 622-4621 or email [employment@ufl.edu](mailto:employment@ufl.edu).

## APPLICANT/EMPLOYEE INFORMATION:

Faculty, TEAMS, OPS, Other (if other, specify type): \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Alias/Maiden: \_\_\_\_\_ Race: \_\_\_\_ Sex: \_\_\_\_ Date of Birth: \_\_\_\_\_

Requisition#: \_\_\_\_\_ UFID# (if any): \_\_\_\_\_ Social Security #: \_\_\_\_\_

Current Address: \_\_\_\_\_

## BACKGROUND SCREENING SELECTION: (Please select the appropriate background check.)

- Alachua County Online – AOL (Free; Result within 24 hours)**  
*This only provides criminal records that are on file with Alachua County. If a broader search is needed, please consider conducting a FDLE or FBI check.*
- FDLE Background Check (\$24.00; Result within 48 hours)**  
*This searches for criminal records throughout the state of Florida.*

The following background checks require fingerprinting. Contact Human Resource Services at (352) 392-2477 to schedule an appointment.

- FBI LiveScan (\$43.25; Result within 24 hours)**  
*This provides national criminal records search, which requires fingerprinting at University Police Department.*
- FBI Manual (\$53.25; Result within 8-10 weeks)**  
*This is same as above except this requires submission of fingerprinting card.*
- 435 LiveScan (\$27.25; Result within 7-10 business days)**  
*This is for specific positions required under F.S. 435 or certain positions contracted with Department of Children and Families. This requires fingerprinting at the University Police Department.*
- 435 Manual (\$38.25; Result within 8-10 weeks)**  
*This is same as above except this requires submission of fingerprinting card.*

## PAYMENT AUTHORIZATION:

Dept Name: \_\_\_\_\_ Dept#: \_\_\_\_\_

Dept Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email Address: \_\_\_\_\_ PO Box#: \_\_\_\_\_

Fund Code: \_\_\_\_\_ Program Code: \_\_\_\_\_

Source of Fund: \_\_\_\_\_ Project Code: \_\_\_\_\_

Dept Authorization (Print & Sign): \_\_\_\_\_