

UC Davis Employment Services Scheduling Information

To: Hiring Department

Re.: Fingerprint Background Check Requirement Process for Staff Employees

Your department has identified this staff position to be a “critical position”; therefore, requiring a background investigation. The background check must be completed before a candidate is appointed to, or begins work in, a critical position.

PLEASE COMPLETE THE FOLLOWING STEPS IN ORDER TO EXPEDITE THIS PROCESS.

SCHEDULING AN APPOINTMENT

- Contact the UC Davis Police Department to make an appointment for your hire finalist. The appointment will take 15 minutes. Appointments are scheduled Monday through Friday. Their phone number is 752-6859.
Please tell the hire finalist to be on-time. Late arrivals will need to be rescheduled, which could delay your hiring process. All cancellations and rescheduling of appointments requires 24-hour notice with the Police Department.
- **For off-site locations** (e.g., ANR field stations and CAHFS sites) please contact your Employment Consultant/Recruiter.
- Instruct the hire finalist to take a picture identification such as a state driver’s license, a valid passport, a state identification card or a University student registration card to the appointment.

Note: Scanning of fingerprints may not be readable unless hands are free from lotions, oils, etc.

COMPLETING THE APPROPRIATE FORMS

- The Authorization to Release Information Form must be completed by the hire finalist. The Fingerprint Authorization Form must be completed by the department and copy of both forms taken to the Police Department for his/her appointment. These forms are available from the HR Web site http://www.hr.ucdavis.edu/background_check/index.html
- The hire finalist will be required to complete a third form, Request for Live Scan Service, provided by the Police Department, a form not available from the HR Web site.

AFTER THE APPOINTMENT

- You will be contacted by Human Resources with background check results. If the individual “clears” the background check, you may proceed with the hiring process. See Conditional Offer Letters required at: http://www.hr.ucdavis.edu/background_check/forms/conditional_offers.html
 - If the individual does “not clear” the background check, you will be notified by the Employment Consultant/Recruiter and you shall not make the final appointment. Please consider your second candidate and follow the same process of obtaining a background check.
 - If a current employee does not clear a background check, the department shall consult with Employee and Labor Relations.

BILLING

- The cost of the background check will be charged to your KFS account, as specified on the Fingerprint Authorization Form. Effective July 1, 2014, the cost for staff checks is **\$103**.