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## **Department Processes for Requesting Police Background Checks**

Please see the University Policy on Police Background Checks at the link below.

<http://policies.vpfa.fsu.edu/personnel/3g.html#12>

Police Background Check Request Form:

[http://www.hr.fsu.edu/PDF/Forms/employment/Police\\_Background\\_Check\\_Request\\_fill.pdf](http://www.hr.fsu.edu/PDF/Forms/employment/Police_Background_Check_Request_fill.pdf)

All University positions (including OPS jobs) requiring a police background check, must have the police background check requirement stated in the posting when the position is advertised. For salaried (A&P and USPS) positions, this information must also be listed in the official Position Description (PD).

1. The different levels/types of background checks the Human Resources Department Coordinates are listed below. Once you have identified your top candidate(s), you must determine whether a Level 1 or Level 2 background check is required. *(If the background check is a Level 2, it must be determined which type of level 2 is required.)*
  - a. **In-State (Florida) Level 1** \$37.00 – Candidate has resided in the State of Florida for the past consecutive **three** years and the position does not require fingerprinting.
  - b. **National Level 2** (electronic fingerprinting) \$56.00 – Candidate has not resided in Florida for the past consecutive **three** years, candidate currently resides in another state, or the position requires fingerprinting (for example, the position works with minors, disabled, or elderly populations, etc.). *(This account cannot be used for camp candidate fingerprinting, as camp fingerprinting must be processed under the National Level 2 Camp Candidates & Volunteers account.)*
  - c. **Non-Camp Volunteers National Level 2** (electronic fingerprinting) \$46.00 – Non-paid Volunteer has not resided in Florida for the past consecutive **three** years, volunteer currently resides in another state, or the volunteer duties require fingerprinting (for example, the position volunteers with minors, disabled, or elderly populations, etc.). *(This account cannot be used for camp volunteer fingerprinting, as camp fingerprinting must be processed under the National Level 2 Camp Candidates & Volunteers account.)*
  - d. **National Level 2 Camp Candidates & Volunteers** (electronic fingerprinting) \$40.25 – Candidate or Volunteer is being considered for a University-sponsored camp. *[In accordance with FL Statutes, fingerprints run under this account are channeled through the Department of Children & Families (DCF), and DCF acts as the screening authority on these background checks.]*

**Note:** The hiring department may opt to conduct a Level 2 background check, even if the position only requires a Level 1. (Decisions such as these should be made and applied consistently.)

2. To initiate the background check process, contact the candidate to inform him/her that he/she has been identified as one of the department's top candidates, and the next step in the process is to conduct a background check, as required of the position. Obtain the candidate's information needed to fill out the Police Background Check Request Form, to include: first, middle, and last name, ensuring any aliases or maiden names are also indicated on the form; social security number; date of birth; race; and gender. Confirm if the background check should be a Level 1 or Level 2, and specify this on the request form. (Note: if the position requires a level two check, a level two check must be done regardless if the individual has resided in FL for the past three years.)
3. The processes are as follows:
  - a. For Level 1 background checks:
    - i. Complete the [Police Background Check Request Form](#), to include: the date, checking the box for an **In-State (Florida) Level 1**, and listing the purpose of the check, the candidate's information, the job ID number/department information, the budget information (to include a budget authorized signature), and additional comments if needed.
    - ii. Submit the completed Police Background Check Request Form via fax or e-mail to HR-Employment (see contact information at the top right of this document).
    - iii. Once the request form is received, HR-Employment will review the candidate's application and questionnaire, and process the police background check through the Florida Department of Law Enforcement (FDLE) website.
    - iv. An email indicating the results or action needed will be sent by Employment to the hiring department contact named on the request form. (*Departments are not to make job offers until and unless the background check has been cleared by HR.*)
    - v. Police background checks that return with results will be reviewed by the Police Background Check Committee in Human Resources, who will make a hiring recommendation to the department in accordance with EEOC guidelines. The hiring department may be asked by the committee to provide additional information (i.e. copies of reference checks, specific job duties, etc.) to be reviewed in conjunction with the background check results.
    - vi. If the candidate is hired, a copy of the background check results will be placed in his/her confidential personnel file in HR.
    - vii. Any questions concerning the results should be directed to HR-Employment at [HR-ERS@admin.fsu.edu](mailto:HR-ERS@admin.fsu.edu).
  - b. For National Level 2 background checks:
    - i. Complete the [Police Background Check Request Form](#), to include: the date, checking the box for a **\*National Level 2 (Electronic Fingerprinting)**, and listing the purpose of the check, the candidate's information, the job ID number/department information, the budget information (to include a budget authorized signature), and additional comments if needed.
    - ii. Submit the completed Police Background Check Request Form via fax or e-mail to HR-Employment (see contact information at the top right of this document).
    - iii. Once the request form is received, HR-Employment will review the candidate's application and questionnaire, and send the candidate's name and printing instructions to the FSU Police Department so they will know to expect him/her for fingerprinting.
    - iv. The department must send the candidate to be fingerprinted electronically at the FSU Police Department (fingerprinting is conducted at FSUPD, Tuesday - Friday from 1 p.m. to 3 p.m.)

- with a valid photo ID. (In order to avoid candidates being printed under the wrong account, the candidate having to return to be reprinted, and other unnecessary delays, if possible, please wait at least one day after sending HR the request form to send the candidate for fingerprinting. This will allow us time to receive the request form and provide the information and printing instructions to FSUPD.)
- v. Once the candidate has been fingerprinted, FSUPD will send HR-Employment a transaction ID to process. Upon the transaction being processed, the fingerprint results should be received by HR-Employment within 24 – 72 hours.
  - vi. An email indicating the results or action needed will be sent by HR-Employment to the hiring department contact named on the request form. (***Departments are not to make job offers until and unless the background check has been cleared by HR.***)
  - vii. Police background checks that return with results will be reviewed by the Police Background Check Committee in Human Resources, who will make a hiring recommendation to the department in accordance with EEOC guidelines. The hiring department may be asked by the committee to provide additional information (i.e. copies of reference checks, specific job duties, etc.) to be reviewed in conjunction with the background check results.
  - viii. If the candidate is hired, a copy of the background check results will be placed in his/her confidential personnel file in HR.
  - ix. Any questions concerning the results should be directed to HR-Employment at [HR-ERS@admin.fsu.edu](mailto:HR-ERS@admin.fsu.edu).

\*If the level two check is for a non-paid Volunteer (and the duties are not associated with a camp), check the box for Non-Camp Volunteers National Level 2 (Electronic Fingerprinting).

c. For National Level 2 Camp Candidates & Volunteer background checks:

- i. Complete the [Police Background Check Request Form](#), to include: the date, checking the box for a **National Level 2 Camp Candidates & Volunteers (Electronic Fingerprinting)**, and listing the purpose of the check, the candidate's information, the job ID number/department information, the budget information (to include a budget authorized signature), and additional comments if needed.
- ii. Submit the completed Police Background Check Request Form via fax or e-mail to HR-Employment (see contact information at the top right of this document).
- iii. Once the request form is received, HR-Employment will review the candidate's application and questionnaire, and send the candidate's name and printing instructions to FSUPD, so they will know to expect him/her for fingerprinting.
- iv. Send the candidate to be fingerprinted electronically at the FSU Police Department (fingerprinting is conducted at FSUPD, Tuesday - Friday from 1 p.m. to 3 p.m.) with a valid photo ID. (In order to avoid candidates being printed under the wrong account, the candidate having to return to be reprinted, and other unnecessary delays, if possible, please wait at least one day after sending HR the request form to send the candidate for fingerprinting. This will allow us time to receive the request form and provide the information and printing instructions to FSUPD.)
- v. Once the candidate has been fingerprinted, FSUPD will send FSU HR-Employment a transaction ID to process. Upon the transaction/payment being processed by HR, the fingerprint results should be received by DCF within 24 - 72 hours.
- vi. DCF will be in contact with the HR-Employment staff, who will in turn contact the hiring department to advise if the candidate/volunteer is or isn't eligible for hire.

- vii. An email indicating the outcome or action needed will be sent by HR-Employment to the hiring department contact named on the request form. (*Departments are not to make job offers until and unless the background check has been cleared by HR.*)
- viii. If the candidate is hired, a copy of the background check results will be placed in his/her confidential personnel file in HR.
- ix. Any questions concerning the results should be directed to HR-Employment at [HR-ERS@admin.fsu.edu](mailto:HR-ERS@admin.fsu.edu).

**Out of Town/State Candidates:** When candidates are from out of town/state, and a background check is required for the position, it is highly recommended that the candidate(s) be taken to FSUPD for electronic fingerprinting while they are on campus for interviews. Prior to the interview, the hiring department should complete and submit to HR-Employment the Police Background Check Request Form, indicating “**Hold Prints**” in the comments section of the form, and then make an appointment with FSUPD for the fingerprinting. Once printed at FSUPD, the transmission of the candidate’s electronic fingerprints will be withheld until the hiring department informs HR-Employment that the individual has been identified as the top candidate for the position and would like the fingerprints processed. If a candidate is not selected for the position, the department should inform HR-Employment, and Employment will request that FSUPD delete the fingerprints; the department will not be charged for the deleted fingerprints.

If the out of state candidate is not electronically fingerprinted at FSUPD, then a level 2 background check using a hard ink fingerprint card will be required, which can take 5 - 7 weeks to receive results (there is also an increased cost associated with this method). This is not the preferred method; however, if this option is chosen, please contact HR-Employment at 850-644-6035 or [HR-ERS@admin.fsu.edu](mailto:HR-ERS@admin.fsu.edu) for direction.

***Additional reminders regarding fingerprinting at FSUPD:***

- Fingerprinting Hours: Tuesday through Friday, 1pm- 3pm. **Services are provided on a first-come, first-served basis.** *To schedule an appointment outside of these days/hours for an out of town applicant, contact the FSUPD Records Manager at 644-1610.*
- Individuals MUST provide a valid photo ID (i.e. Driver's License, Student ID, State Issued ID, Military ID, Passport, etc.) **Photocopies will not be accepted.**

***Note:*** *Police Background Checks are pre-employment checks, and as such, must be conducted and cleared prior to an offer of employment. Individuals being considered for a position that requires a police background check will not be appointed in OMNI until the police background check is complete.*

*Please see Police Background Check Appointment Type Matrix on the following page for a handy guide to appointment types requiring a background check, if the position requires a police background check.*

**Police Background Check Appointment Type Matrix:**

<b>*Position Requires Background Check?</b>	<b>Appointment Type:</b>	<b>Based on Appointment type, does a Background Check need to be run?</b>	<b>Comments:</b>
Yes	New Appointment	Yes	Applicable to Salary (A&P and USPS) and OPS positions.
Yes	Rehire	Yes	Applicable to Salary (A&P and USPS) and OPS positions.
Yes	OPS to Salary (A&P or USPS) Appointment	Yes	Background check required if moving into a Salary (A&P or USPS) position.
Yes	OPS to OPS	Yes	Background check required if moving into a different OPS position.
Yes	Promotion	See Comments	Background check required when changing position numbers.
Yes	In-Band Promotion	See Comments	Background check required when changing position numbers.
Yes	Lateral	See Comments	Background check required when changing position numbers.
Yes	Reassignment	See Comments	Background check required when changing position numbers.
Yes	Voluntary Demotion	See Comments	Background check required when changing position numbers.
Yes	Involuntary Demotion	See Comments	Consult with Employee & Labor Relations.
Yes	Volunteer Appointment	Yes	Applicable to volunteer appointments that would require a background check.

\*[See Police Background Check Policy](#), which indicates when a background check is required. Additionally, when positions entail working or volunteering with a vulnerable population (i.e. minors, elderly, disabled, etc.) a Level 2 background check (fingerprinting) is always required.

**Note:** If a background check has been done on an applicant/employee within the past 90 days, please consult with HR-Employment on if there is a need for a new background check.