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OFFICE OF HUMAN RESOURCES  
**Employment & Recruitment Services**  
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## Process for Requesting Criminal History Background Checks

Please review [University Policy OP-C-7-B11](#) on Criminal History Background Checks which outlines the background check requirements for the University.

All criminal history background checks are coordinated by the Office of Human Resources, Employment & Recruitment Services (HR-ERS). Criminal history background checks must be conducted and reviewed by Human Resources prior to:

1. An offer of employment, for A&P, USPS, OPS, Post-Doctoral Scholars, and Volunteers, or
  2. The start of employment, for Faculty, Graduate Assistants, and Federal Work Study.
- Offer letters may be provided to Faculty and Graduate Assistant candidates for hire before the completion of a criminal history background check ONLY IF the following language is included in the offer letter:

“This offer is contingent upon the successful completion and favorable results of a criminal history background check, which must be conducted prior to your start date.”

Criminal history background checks must be requested in advance to allow adequate time for processing (expect 3-4 days to process). Questions about the criminal history background check process should be directed to [HR-ERS@fsu.edu](mailto:HR-ERS@fsu.edu) or (850) 644-7938.

### Types of Criminal History Background Checks

- A. Standard Criminal History Background Check: includes a seven-year county criminal history search, an FDLE statewide search, a national criminal database search, a federal criminal search, and a National Sex Offender search. (*\$60*)
- B. Level 2 Criminal History Background Check: includes an FDLE statewide and FBI nationwide fingerprint-based check, as well as notification of any warrants or domestic violence injunctions that the individual may have. The type of fingerprinting packages are, as follows:
  - a. Candidates: candidates being considered for employment in positions that require fingerprinting. (*\$70/out of town vendor fee \$83*)
  - b. Volunteers (Non-summer camp) – non-paid volunteers being considered for volunteer duties that require fingerprinting. (*\$57/out of town vendor fee \$70*)
  - c. Summer Camp Candidates & Volunteers – candidates or volunteers being considered for a University-sponsored summer camp. In accordance with Section 409.175, Florida Statutes fingerprints must be channeled through the Department of Children & Families (DCF). (*Years 1 & 5: \$55/out of town vendor fee \$74; years 2 – 4: \$25*)

- B. International Criminal History Background Check: a criminal history search outside of the United States for those who have lived outside the U.S. for 6+ months in the last 7 years.

### Requesting a Criminal History Background Check

1. **Questionnaire:** Upon advertising a position, the hiring department will complete the online Background Check *Questionnaire* via the [Criminal History Background Check Portal](#).

Upon completion, the Questionnaire will be automatically emailed to the Department Representative and Position Supervisor for review and approval. Once the Position Supervisor has signed the Questionnaire, it must be scanned to [HR-ERS@fsu.edu](mailto:HR-ERS@fsu.edu) where the department recruiter will ensure the correct level of criminal history background check is specified in the job posting.

2. **Contact the Candidate:** Once you have selected the top candidate, the department should contact the candidate advising them that they've been identified as one of the department's top candidates, and the next step in the process is to conduct a background check. Obtain the candidate's information to fill out the request as described in step 3 below.

You will need to collect the following information from the candidate: first, middle, and last name, date of birth, valid email address, and the countries they have resided in (for more than six months) within the past seven years, and full Social Security Number ONLY if a summer camp candidate/volunteer.

3. **Request Form:** Once a top candidate has been identified, the department must request that a background check be performed on that individual by completing the Background Check *Request Form* via the [Criminal history Background Check Portal](#). Upon completion, the Request Form will be automatically emailed to the Department Representative, Budget Manager, and HR-ERS, who will initiate the check.

**NOTE:** If the position is **unadvertised, OPS Express, Federal Work Study, or a volunteer/courtesy appointment** you will complete the Background Check Questionnaire and Request Form (if background check is required) when a top candidate has been identified, via the [Criminal History Background Check Portal](#).

Upon completion, the Questionnaire will be automatically emailed to the Department Representative for record keeping and Position Supervisor for review/approval. It must be scanned to [HR-ERS@fsu.edu](mailto:HR-ERS@fsu.edu) once signed by the supervisor. The completed Request Form will automatically be emailed to the Department, Budget Manager, and [HR-ERS@fsu.edu](mailto:HR-ERS@fsu.edu) for review and initiation.

If a criminal history background check is not required for the OPS or volunteer role, HR-ERS will advise you accordingly once the completed questionnaire is submitted to HR. This process must be completed for every unadvertised, OPS Express, Federal Work Study, or volunteer/courtesy appointment.

4. **Human Resources Processing:** Once the Request Form is received, HR-ERS will take the action described below for each level of check.

a. **If a Standard Criminal History Background Check is required:**

- i. HR-ERS will initiate the background check with the University's background check vendor, Accurate Background, Inc.
- ii. The candidate will receive an email from Accurate with instructions to login and enter all required data to complete a background check.
- iii. The department should advise the candidate to be on the lookout for the email from Accurate and respond within 24 hours of receipt to avoid delays. *(See screen capture on the last page for a sample of the email the candidate will receive from Accurate Background, Inc.)*
- iv. Once the candidate provides the required information, Accurate will conduct the background check.
- v. The results of the search will be sent to HR-ERS for review.
- vi. The department will receive an email from HR-ERS to advise them of the outcome.
- vii. The department will be billed by HR using the budget information provided on the request form.

b. **If a Level 2 Criminal History Background check is required:**

- i. HR-ERS will initiate the Level 2 background check via the University's background check vendor, Accurate Background, Inc.
- ii. The candidate will receive an email from Accurate with instructions to login and enter all required data to complete a background check.
- iii. Once the department contact receives the email from HR-ERS indicating the Level 2 background check has been initiated, **the department must send the candidate to FSUPD for fingerprinting** (Tuesday – Friday, 1 p.m. to 3 p.m.) with a valid photo ID.
- iv. Once the candidate provides the required information, Accurate will conduct their portion of the background check.
- v. The results of both the FSU PD fingerprinting report and Accurate report will be sent to HR-ERS for review.
- vi. The department will receive an email from HR-ERS to advise them of the outcome.
- vii. The department will be billed by HR using the budget information provided on the request form.

***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 (850) 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

## Special Scenarios (Out of Town Candidates, Summer Camps, & International Checks)

### A. *Out of Town Candidates for Positions that Require Fingerprinting*

When candidates are from out of town/state, and a Level 2 background check is required for the position, it is highly recommended that the candidates be taken to FSUPD for electronic fingerprinting while they are on campus for interviews, we refer to this at the *Hold Prints Method*.

#### *Hold Prints Method*

Before the interview, the hiring department should complete a Request Form via the Portal indicating “**Hold Prints**” in the comments section. Submit the request HR-ERS. Then make an appointment with FSUPD for the fingerprinting.

Once printed at FSUPD, the fingerprinting check will not be conducted until the hiring department informs HR-ERS that the individual is the top candidate for the position and would like the fingerprints processed. If a candidate who has been printed is **not** the top candidate, please inform HR-ERS, and we will request that FSUPD delete the fingerprints. The department will not be charged for the held prints that are deleted.

#### *Out of Town Vendor Method*

If an out of town/state candidate cannot be fingerprinted at FSUPD while in town for the interview, check “yes” to the field indicating: “Does your candidate/volunteer reside out of town and the position requires fingerprinting?” when completing the Request Form in the Portal. Once the Request Form is received, HR-ERS will provide the department with instructions on how the candidate can set up fingerprinting in their hometown. Once the candidate is fingerprinted, HR-ERS will receive the results in the same manner as usual.

Please note, this is not the preferred method; the “Hold Prints” method outlined above should be used whenever possible.

### B. *Summer Camp Background Checks*

Please refer to the [Essentials of Summer Camp Background Checks for 2016](#) document for details.

### C. *International Criminal History Background Checks*

If the candidate has lived outside of the United States for **six months or more** within the **past seven years**, an international criminal history background check must be performed.

International background checks are conducted per country and as available; additional fees apply. HR-ERS will contact the department with a quote, based on the countries listed on the Request Form. The international check will be conducted in addition the Standard or Level 2 plus Standard, and is run through Accurate Background, Inc.

## Human Resources Criminal History Background Check Committee

If a background check reveals any criminal history on a candidate, the Human Resources Criminal History Background Check Committee will review the report and make a recommendation to the

department. If the candidate is applying for a faculty position, the Office of Faculty Development & Advancement and/or the Office of the Provost will review all adverse actions prior to them becoming final.

- a. The existence of criminal history does not automatically disqualify individuals from employment. Each case will be reviewed on its own merit with respect to the factors outlined below; however, any false statements or omissions made on the employment application may be grounds for rejection as a candidate for employment or immediate discharge, if employed.
- b. In accordance with Equal Employment Opportunity Commission (EEOC) guidelines, the Human Resources Criminal History Background Check Committee takes the following factors into consideration when reviewing criminal history records:
  - i. The nature and gravity of the offense or conduct;
  - ii. The time that has passed since the offense, conduct, and/or completion of the sentence; and
  - iii. The nature of the job held or sought.

HR-ERS will advise the hiring department of the committee's final recommendation. The hiring department must contact the applicant to notify them accordingly.

FSU complies with the [Fair Credit Reporting Act](#) when completing background checks. Applicants will be notified in writing before any adverse action is taken and if adverse action is taken.

An unfavorable background check for one position does **not** prohibit an applicant from applying and being considered for other positions.

**Note:** If a department is audited and/or receives a request to share the results of a criminal history background check, please consult HR-ERS for guidance.

## Criminal History Background Check by Appointment Type

Appointment Type	Is a Background Check Required?
New Hire Faculty, A&P, or USPS	Yes
New Hire OPS	If the duties of the position warrant it— <i>reference Pre-employment section A.3. of Criminal History Background Check Policy (Policy)</i>
Appointing a New Volunteer	If the duties of the volunteer role warrant it— <i>reference Pre-employment section A.3. of Policy</i>
Internal Movement of A&P or USPS (e.g., promotions, laterals, demotions, reassignments, transfers, changes in assignment, movement from one workgroup to another)	Yes
Salaried Faculty to A&P or USPS	Yes
OPS to Faculty, A&P, or USPS	Yes
Salaried Faculty to Salaried Faculty	If required by state or federal law, including for positions of special trust or responsibility— <i>reference Current Employees/Volunteers section B.1.a.ii. of Policy</i>
OPS to OPS (including OPS Faculty)	If the duties of the position warrant it— <i>reference Current Employees/Volunteers section B.1.a.ii. &amp; iii. of Policy</i>
Faculty, A&P, or USPS to OPS	If the duties of the position warrant it— <i>reference Current Employees/Volunteers section B.1.a. iii. &amp; 3. of Policy</i>
Reclassification of A&P or USPS position	If required by state or federal law, including for positions of special trust or responsibility— <i>reference Current Employees/Volunteers section B.1.b. of Policy</i>
One Volunteer role to another	If the duties of the volunteer role warrant it— <i>reference Current Employees/Volunteers section B.1.c. of Policy</i>
Rehire Faculty, A&P, or USPS	If <a href="#">break in service</a> more than 31 days, or if unfunded for 90 days or more (consult HR-ERS for procedure)
Rehire OPS	If there's been a <a href="#">break in service</a> more than 31 days/if unfunded for 90 days or more & the duties of the position warrant it ( <i>reference Former Employees/Volunteers section C.2. of Policy</i> ) Consult HR-ERS for procedure.
Reappointing a Volunteer	If there's been a break in volunteer service for 90 days or more & the duties of volunteer role warrant it ( <i>reference Former Employees/Volunteers section C.3. of Policy</i> ) Consult HR-ERS for procedure

## Sample email the Candidate Receives from Accurate Background, Inc.

Florida State University has invited you to fill out an online Background Check Information Form in order to conduct a background check for employment purposes. Please go to the following site and login:

(Link will be listed here)

Your login ID :

Your password :

Please ensure you have all information necessary to fill out the online Screening Information Form, which may include information like employment and education history, driver's license or other relevant information, depending on the type of checks performed. The login and password above will only be valid for a limited time.

Clicking on the link above will take you to a secure website protected by an encrypted Secure Sockets Layer (SSL). Your browser settings can affect the ability of the link to open a browser window correctly. If the link doesn't connect properly, copy and paste the URL to a new browser window to access the login page. If you are unable to log in initially, please try copying the login and password out of this email and pasting them into the login screen directly.

Thank you,  
Accurate Background, Inc.  
Irvine, CA  
800.216.8024

**\*\* ISO 9001:2008 Certified \*\***

**Accurate Background, Inc.**