



Human Resource Services
 MSC 3HRS
 New Mexico State University
 P. O. Box 30001
 Las Cruces, NM 88003-8001
 575-646-8000, fax: 575-646-2806
 hrhelp@nmsu.edu

Background Check Release/Request Form

Instructions: This form is used by Employment Services as authorization to obtain Background Information on a final candidate.

1. Complete the Hiring Department information in Section 1
2. Provide final candidate with a copy of his/her rights under the Fair Credit Reporting Act (FCRA) - attached
3. Have candidate complete Section 2 and Section 3 (including signature)
4. **Options to submit for Processing:** Email to teamhrs@nmsu.edu with Encrypted password protected/encrypted or complete form with the DOB and SSN blank. We only need the Aggie ID, please do not email forms with the SSN or DOB entered.

Section 1: To Be Completed By The Hiring Department

Hiring Department / College or Division /		Requisition #	Hiring Manager	
Type of Hire: Regular <input type="checkbox"/>	Temp <input type="checkbox"/>	Student <input type="checkbox"/>	Grad <input type="checkbox"/>	Index # for Billing (only for Grad, Student, Temp, Non-Employee Status)
Other Non-Employee Status: Volunteer <input type="checkbox"/> Affiliated <input type="checkbox"/> Other <input type="checkbox"/>				
Dept Contact Person		Contact E-mail	Contact Phone #	
Type of Background Check: <input type="checkbox"/> \$34.50 - Standard Package (SSN Trace, County Criminal Felony & Misdemeanor; Sex Offender Registry) Optional: <input type="checkbox"/> \$11.00 - National Criminal Database <input type="checkbox"/> \$5.00 per state - Credit Check <input type="checkbox"/> \$5.00 per state - Motor Vehicle <input type="checkbox"/> Drug Test <input type="checkbox"/> Alcohol Test				

Section 2: To Be Completed By the Applicant

- A Social Security Number is required for a criminal background check; however, it is optional for all other pre-employment screenings. Your Social Security number will only be used in order to confirm your identity for purposes of completing an accurate background investigation.
- The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

First Name	Middle Initial	Last Name	Alt. Names You Have Used (Including Maiden Name)	Aggie ID
Address - Street		City	State	Zip
Phone Number (xxx-xxx-xxxx)				
Mailing Address - Street		City	State	Zip
E-Mail Address				
Social Security # (xxx-xx-xxxx) Leave Blank	Date of Birth (mm/dd/yyyy) Leave Blank	Driver's License # (if using NMSU vehicle)	State Issuing Driver's License	
Name as it appears on the Driver's License		List All States/Countries In Which You Have Lived:		

Section 3: Applicant Release

Have you ever been convicted of (or plea bargained to) a felony criminal charge? No Yes

If yes, list the nature of the conviction, jurisdiction and terms of sentencing and disposition of the case (attach page if necessary):

Note: A prior conviction will not necessarily disqualify you from employment. However, failure to disclose criminal conviction information is an omission of material fact and may lead to the rescission of any conditional offer of employment or termination of an employee's employment at NMSU.

- I hereby consent to this investigation and authorize, without reservation, anyone contacted by NMSU and/or their agent HireRight, Inc. to furnish the information as stated above.
- The reports from the investigation may include information, but is not limited to: social security number verifications; credit reports; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc.
- I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.
- I hereby authorize, without reservation NMSU and/or their agent, HireRight, Inc., to contact my present employer for employment verification/references.
- I understand that my offer of employment is contingent upon the results of the background check. When applicable, I understand that before I am denied employment based, in whole or part, on information obtained in the background check, I will be provided a copy of the report and a description in writing of my rights under FCRA.
- I certify that all information provided above is true and complete to the best of my knowledge.

Signature of Applicant

Date

A Summary of Your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identify theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer-reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer-reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.
- **The FCRA gives several different federal agencies authority to enforce the FCRA:**

FOR QUESTIONS OR CONCERNS REGARDING

PLEASE CONTACT

Consumer reporting agencies, creditors and others not listed below

Federal Trade Commission
Consumer Response Center- FCRA
Washington, DC 20580 - 877-382-4357

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Office of the Comptroller of the Currency
Compliance Management, Mail Stop 6-6
Washington, DC 20219 - 800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Federal Reserve Board
Division of Consumer & Community Affairs
Washington, DC 20551 - 202-452-3693

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Office of Thrift Supervision
Consumer Programs
Washington D.C. 20552 - 800- 842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name)

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314 - 703-519-4600

State-chartered banks that are not members of the Federal Reserve System

Federal Deposit Insurance Corporation
Division of Compliance & Consumer Affairs
Washington, DC 20429 - 877-275-3342

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Department of Transportation
Office of Financial Management
Washington, DC 20590 - 202-366-1306

Activities subject to the Packers and Stockyards Act, 1921

Department of Agriculture
Office of Deputy Administrator-GIPSA
Washington, DC 20250 - 202-720-7051
